Employee Development Plan

Individual Development Plan (IDP) for:

Instructions:

Name: __________________________ Title: __________________________

Supervisor: __________________________ Date Started: __________________________

Date to Evaluate Progress: __________________________

Continuous learning and development is a very important part of your job.

This form should be completed and returned to your supervisor prior to your appraisal discussion. Your supervisor will discuss your development goals and specific ways that he or she can help you achieve them when discussing your annual performance evaluation. This form will become part of your evaluation record.

Please sign and date in the space provided to indicate that you have reviewed and discussed this document.

Employee: __________________________ Date: __________________________

Supervisor: __________________________ Date: __________________________
**Employee Development Planning Form**

1. **My strongest areas** – (list those things in your job you feel you do best):

   ____________________________________________________________

   ____________________________________________________________

2. List those *areas of additional education/training or on-the-job experiences* which have assisted or could assist you in performing your duties (school courses, assignments, memberships, task force memberships, seminars, technical training, etc. that you are currently enrolled or have taken since last review):

   ____________________________________________________________

   ____________________________________________________________

3. **Areas I would like to develop** – (list areas you would like to learn more about, or that you would like to do better):

   ____________________________________________________________

   ____________________________________________________________

4. What specific **things can I do to** strengthen these areas?

   ____________________________________________________________

   ____________________________________________________________

5. How can my **supervisor help** me strengthen these areas? (List specific things your supervisor can do to help – (training they can provide, etc.)

   ____________________________________________________________

   ____________________________________________________________

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### Building on Strengths

*In the spaces provided below, please list the strengths you have targeted or greater use, your specific objectives and action plans, the involvement of others you will require, and your target date for completion.*

<table>
<thead>
<tr>
<th>Strengths Targeted for Greater Use</th>
<th>Step 2 Action Plans</th>
<th>Step 3 Involvement of Others</th>
<th>Step 4 Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1: Objective</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Strength:</strong></td>
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<td><strong>Strength:</strong></td>
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<tr>
<td><strong>Strength:</strong></td>
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</tbody>
</table>
### Extent of “FIT” in Present Assignment

1. Circle the extent which necessary skills/experience fit and utilized in present assignment.

<table>
<thead>
<tr>
<th>Employee Skills</th>
<th>Employee</th>
<th>Fit</th>
<th>Low</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>High</th>
<th>Supervisor Skills</th>
<th>Supervisor</th>
<th>Fit</th>
<th>Low</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilized</td>
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**Employee Comments:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Supervisor Comments:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Circle the degree of challenge and level of employee satisfaction in present assignment.

<table>
<thead>
<tr>
<th>Employee Challenge</th>
<th>Employee</th>
<th>Low</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>High</th>
<th>Supervisor Challenge</th>
<th>Supervisor</th>
<th>Low</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>High</th>
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<tbody>
<tr>
<td>Satisfaction</td>
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**Employee Comments:**

________________________________________________________________________
________________________________________________________________________
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**Supervisor Comments:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Addressing Developmental Needs

In the spaces provided below, please record the development needs you have targeted for improvement, your specific objectives and action plans, the involvement of others you will require, and your target date for completion.

<table>
<thead>
<tr>
<th>Needs Targeted for Greater Use</th>
<th>Step 1: Objective</th>
<th>Step 2 Action Plans</th>
<th>Step 3 Involvement of Others</th>
<th>Step 4 Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental Need:</td>
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<td>Developmental Need:</td>
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