**Appendix 3: Individual Development Plan (IDP)**

Bureaus/Offices may require the use of an IDP at their discretion. Check with your Human Resources Office for the IDP or other appropriate form to be used by your Bureau/Office for documenting employee developmental needs.

**IDP Performance Year: FY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee’s Name | Position Title/Grade | Office Phone | Office Fax | Email Address |
|  |  |  |  |  |
| Current Supervisor’s Name | Supervisor’s Title | Office Phone | Office Fax | Email Address |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Goals for Successful Performance in Current Position | Short-term Career Goals (2-3 years) | Long-term Goals (3+ years) |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Developmental Objectives: What do you need to do this year to work towards your goals? | Developmental Activities (training, assignments, projects, details, etc.) | Proposed Dates | Estimated Costs | Date Completed |
|  |  |  |  |  |
|  |  |  | **$0** |  |
|  |  |  | **$0** |  |
|  |  |  | **$0** |  |
| Notes: | Employee’s Signature/Date |
|  | Supervisor’s Signature/Date |