

INDIVIDUAL DEVELOPMENT PLAN FORM INSTRUCTIONS

Block Number

1. **Name:** Last name, first name, middle initial
2. **SSN:** 9-digit Social Security Number
3. **Position Title:** as was advertised or on the position description
4. **Pay Plan Series & Grade:** as was advertised or on the position description
5. **Initial or Update:** input initial if this is the first IDP for the individual for the position, input update if there is a change to an IDP that has already been submitted. Include a date that the IDP is initiated.
6. **Period Covered:** The dates that the IDP covers. IE: If the individual must have one years experience at the present grade level the dates should include the entire year and end on the date the individual is eligible for promotion.
7. **Last Updated:** The date of the last IDP that was initiated. (It will normally be the same as block 5)

8. DEVELOPMENT OBJECTIVES

8a. Short Term Objectives 4-8 months: This will be the desired grade if 4-8 months is all that is needed at current grade or a specific area if the supervisor wants the individual to be proficient in something specific.

8b. Long Term Objectives 1 year plus: This will normally be the desired target grade, unless the target grade is more than one level above the current grade held. Note: If more than more than one grade level promotion is needed to reach the target grade, then an IDP must be submitted for each grade.

9. FORMAL TRAINING OBJECTIVES

9a. Course ID #: This block may or may not be applicable. Be as specific as possible with course codes.

9b. Title of the course: Use the exact course code as it is written in the catalog.

9c. Provider: branch/institution and location of training.

9d. Date of scheduled or proposed training: date in any format.

9e. Date completed: This is the date the action/task is completed.

10. Formal Education

10a. Degree: Type of degree required. IE: AA – Associates of Arts, BA – Bachelor of Arts, MA – Master of Arts. In most cases a degree will not be required, an exception may be contracting, computer services, or environmental. Individual classes should be entered in section 9 whether they lead to a degree or not.

10b. Name of Program: what discipline. I.E.: Human Development, Accounting, and Environmental Engineering.

10c. Provider: Branch/institution and location of training.

10d. Date of scheduled or proposed training: date in any format.

10e. Date completed: This is the date the action or task is completed.

11. On the Job Training (OJT)

11a. Type: Enter Self if it is purely self-taught or with job aids. Enter Guided if another person will teach it.

11b. Name of system or training item: enter name of system (ie: Windows NT Workstation

11c. Provider: Job aid type or individual's name if self taught. Enter the name of the trainer, if training is guided.

11d. Date of scheduled or proposed training: date in any format.

11e. Date completed: This is the date the action/task is completed

Signature Block

All three parties must sign and date for the IDP to be valid.