



## **Individual Development Plan (IDP)**

UW-L will be implementing a new initiative. Starting with the '05-'06 Academic year all classified and academic staff employees will have an Individual Development Plan (IDP).

### **The IDP will :**

- encourage the employee to set career goals
- assist the supervisor in setting position expectations and evaluate the outcomes (results) of the employee's performance each year
- provide an opportunity to review position descriptions, department/unit organizational charts and department/unit goals
- increase job satisfaction by employees and supervisors working together collaboratively on the above items
- enhance communication between employees and supervisors

Annually, supervisors and employees will meet. This meeting will consist of a review of the position description, department/unit organizational chart, department/unit goals, employee career goals and supervisor position expectations. An individual plan will develop which will be used to review the outcomes of established employee career goals and position expectations. The IDP will be the guide throughout the year to ensure that employee career goals and supervisor position expectations are met.

With this new process, we anticipate there may be some suggestions for improvement. Comments are always welcome. We will review the suggestions we receive and make changes as appropriate to the IDP process. Implementation of this process will eliminate the Classified EPDR form and will offer alternate formats for the unclassified review process.

## **COMPONENTS OF THE INDIVIDUAL DEVELOPMENT PLAN (IDP)**

### **1. Position Description**

It is vital for position descriptions to be accurate and up-to-date. The position description dictates position expectations and describes major duties and responsibilities of a position.

The position description should be prepared in the Goal and Worker Activities format. The Goal statements should describe the major duties and responsibilities of a position. The Worker Activities describe in specific terms what the employee is expected to do to accomplish these goals.

The IDP will facilitate the review of position descriptions on an annual basis and allow for updating as needed. Updated position descriptions will be signed by the supervisor and employee and forwarded to Human Resources for approval.

## **2. Department/Unit Organizational Chart**

**In the spring of 2005, Human Resources reviewed and updated organizational charts for all departments/units on campus. These organizational charts may require revisions. To ensure accuracy, annual revisions will be coordinated through the IDP process.**

**At the time of IDP implementation (October, 2005), the organizational charts will be forwarded to departments/units for review.**

## **3. Discussion**

**The discussion component of the IDP encompasses the following:**

- **Department/Unit Goals**

**Departmental/Unit goals will be reviewed during the IDP session. These goals are the basis in which the employee and supervisor align the employee career goals and supervisor position expectations.**

- **Employee Career Goals**

**Employees and supervisors will discuss employee career aspirations. During this exercise employees and supervisors will determine which career goals can be achieved in the current employment setting and will create a strategic plan to accomplish these goals. This portion of the IDP allows for employment growth and satisfaction.**

- **Supervisor Position Expectations**

**The IDP process facilitates the review and planning of supervisor position expectations. Supervisors will outline, communicate and document specific position expectations for the employee to achieve.**

## **4. Review Outcomes (Results) from the previous IDP year**

**Supervisors will review the employee career goals and supervisor position expectations set in the previous year. Supervisors will outline, communicate and document the IDP results with the employee.**

## **5. Planning for the next IDP year**

**The planning session will document the specific timelines in which to accomplish the established employee career goals and supervisor position expectations throughout the next IDP year.**

## **6. Comments**

**The comments section allows for the employee and/or supervisor to indicate information not addressed during the IDP session and/or voice concerns regarding the outcomes (results) documented.**