



# Individual Development Plan (IDP)

Employee Communication and Evaluation Process

# 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

# COMPONENTS OF THE IDP

## Position Description

- accurate and up-to-date
- dictates position expectations and describes the essential functions of the job
- annual review coordinated through the IDP process
- for information on how to create a position description see our website at [www.uwlax.edu/hr](http://www.uwlax.edu/hr) and search under “position descriptions” in the A-Z index

## Department/Unit Organizational Chart

- Spring '05 – HR reviewed and updated org. charts
- revisions will be coordinated through the IDP process

# COMPONENTS OF THE IDP

## Discussion Session

### Department/Unit goals

- reviewed during the IDP session
- basis in which the employee and supervisor align the employee career goals and supervisor position expectations

### Employee Career Goals

- mutually discuss employee career aspirations and determine if career goals can be achieved in the current employment setting
- create a strategic plan to accomplish these goals
- allows for employment growth and satisfaction.

### Supervisor Position Expectations

- supervisors outline, communicate and document specific position expectations for the employee to achieve

# COMPONENTS OF THE IDP

## Outcomes (results) of previous IDP year

- supervisors review the employee career goals and supervisor position expectations set in the previous year
- supervisors outline, communicate and document the IDP results with the employee

## Planning for next IDP year

- supervisors document the specific timelines in which to accomplish the established employee career goals and supervisor position expectations throughout the next IDP year

## Comments

- area for the employee and/or supervisor to indicate information not addressed during the IDP session and/or voice concerns regarding the outcomes (results) documented.
- area to document any training, professional development, certifications, etc. obtained/taken that have not been addressed in a previous section

# The Process

## IDP Preparation:

- Review Position Description
- Reflect on Career Goals

## IDP Meeting:

- Review position description
- Review Department/Unit org. chart
- Discussion (Dept/Unit goals, career goals, position expectations)
- Review results of previous IDP year
- Plan for next IDP year
- Document comments

# IDP Checklists & Forms

## Classified Employees

- [IDP Checklist](#)
- [IDP Form](#)

## Unclassified Academic Staff

- [Checklist - Non-Instructional Academic staff](#)
- [Checklist – Instructional Academic staff](#)
- [Sample IDP Template #1 \(optional\)](#)
- [Sample IDP Template #2 \(optional\)](#)

# Timelines - Classified

## Implementation Year:

March/April 2006 – Plan for next year on IDP form

## Subsequent Years:

March/April 2007 (and beyond)

- Review results from previous IDP year
- Plan for next IDP year

April 30<sup>th</sup> – IDP documentation due in HR

# Timelines - Unclassified

## Implementation Year:

### Existing Process-

Continue with current time line

- Review results from previous year
- Plan for next IDP year

### Modifying existing process or formalizing a process

March/April 2006 – Review results (Fall 05) and Plan for next IDP year

## Subsequent Years:

Existing Time line or March/April

- Review results from previous IDP year
- Plan for next IDP year

# Summary

- UW-L initiative
- New pilot process – feedback is welcomed
- The process will continue to change and evolve to meet the changing needs of the campus
- With your cooperation, we are confident that it will be a positive and successful program

# Contact Us

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# Questions

