

INDIVIDUAL DEVELOPMENT PLAN (IDP)
Classified Employees

Name <u>Employee F</u>	Classification <u>Admin. Support - Related</u>	Review Year: <u>2006</u>
Department/Unit <u>Department F</u>	Supervisor <u>Supervisor F</u>	

Instructions – Complete IDP & attach to IDP checklist. (See IDP checklist for additional documents that may be required)

PLANNING SESSION:

NOTE - The planning session will establish the timelines in which to accomplish the established employee career goals and supervisor position expectations throughout the next year.

Department/Unit Goals (to be filled in by supervisor)

Enhance and support students learning experience at UW-L
Provide quality programs and services which promote learning, leadership, involvement, service and the celebration of diversity

Employee Career Goals (to be filled out during discussion)

Explore ways to increase job satisfaction since there is no further progression in my series
Work on position efficiencies to streamline duties
Take part in departmental activities
Continue to be a productive employee as I continue to increase my years of service

Supervisor Position Expectations for next review year (to be filled out during discussion)

In addition to duties outlined on position description:
Provide admin support to director and leadership staff
Increase knowledge of on-line financial/information system
Increase knowledge/improve on budget process and become more proficient with budget document preparation

OUTCOMES (RESULTS) FOR REVIEW YEAR

Employee Career Goals

Outcomes (Results):

Explored and implemented ideas for using electronic methods whenever possible. Successfully completed another year of service, and will be recognized at this year's classified excellence banquet. Supv. allowed me to participate in department events

Comments:

No comments by employee

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Supervisor Position Expectations

Outcomes (Results):

Employee F assisted with the development of brochures, helped with web revision, and provided excellent support to the Director and leadership staff. Additionally, acted as a good role model/lead worker for the LTE and student staff. Budget documents improved tremendously from previous year.

Comments:

With Employee F's longevity with the State, it could be easy to become complacent. Employee F always makes it a point to continue learning and growing in the position.

Job Skills:

Rating Scale: Employee is to be rated using the criteria below. Please place an 'X' in the appropriate rating box.
 U = Unsatisfactory - Performance is substandard and requires improvement.
 M= Meets expectations - Performance fully meets and occasionally exceeds standards.
 E = Exceeds expectations - Performance consistently exceeds set standards.
 N/A (Not applicable) - Lack of sufficient knowledge to evaluate the performance factor.

NOTE: Please attach an additional sheet documenting reasons for any 'U' Unsatisfactory ratings.

Job Skills	U	M	E	N/A
Job knowledge: degree to which the employee knows and understands his/her job and its functions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quality of work: accuracy, presentability, neatness, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Productivity/Timeliness: manages a fair work load; takes on additional responsibilities as needed; manages priorities and time; handles information flow	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dependability: punctuality, regular attendance, overall reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work habits: ability to plan and organize work; makes efficient use of time; follows through on work assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organizational Skills: ability to establish goals/objectives, prioritize, anticipate problems, implement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resourcefulness: adaptability, versatility, initiative, ease of learning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem solving: anticipates, identifies and prevents problems; defines problems, overcomes obstacles; generates alternative solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professionalism: Displays a professional attitude and represents the campus well; treats co-workers, supervisors, students, customers, etc. with respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication Skills: ability to organize thoughts and present them clearly and concisely (written or orally)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

We have met and reviewed the outcomes (results) from the previous review year and have discussed and planned for the next review year.

Employee Signature/Date

Supervisor Signature/Date

(Signature does not necessarily indicate agreement of IDP results but simply that the items were reviewed)