

**INDIVIDUAL DEVELOPMENT PLAN (IDP)**  
**Classified Employees**

Name <u>Employee E</u>	Classification <u>Health Care Related</u> Review Year: <u>2006</u>
Department/Unit <u>Department E</u>	Supervisor <u>Supervisor E</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)

Provide students with convenient, accessible, comprehensive, high-quality and low-cost health care
--

Employee Career Goals (to be filled out during discussion)

Continue to earn credits towards re-certification Participate in various departmental meetings/committees Take on additional projects
---

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

In addition to duties outlined on position description, perform the following: Expand and improve upon patient education materials Improve on non-direct patient care through paperwork improvements Participate as a productive member of the department web-site committees to revise website
--

**OUTCOMES (RESULTS) FOR REVIEW YEAR**

Employee Career Goals

**Outcomes (Results):**

Was assigned to departmental website committee - responsible for revising department website for better service. Participated off-duty through self-study to earn 105 credit hours toward 5-year recertification requirement (self-funded).
---

**Comments:**

No comments by employee
-------------------------

## INDIVIDUAL DEVELOPMENT PLAN (IDP) Classified Employees

### Supervisor Position Expectations

#### Outcomes (Results):

Employee E updated the patient education materials to offer a better-organized, wider variety brochure selection. Participated with co-workers on distributing materials across campus. Employee E improved on chart documentation and patient information sheets.

#### Comments:

Employee E needs to continue making efforts to greet patients professionally and practice punctuality.

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