

INDIVIDUAL DEVELOPMENT PLAN (IDP)
Classified Employees

Name <u>Employee G</u>	Classification <u>Police Officer</u>	Review Year: <u>2006</u>
Department/Unit <u>Department G</u>	Supervisor <u>Supervisor G</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)

Ensure the safety and security of the campus, its students, staff and visitors
Use technology and training to solve crime, apprehend criminals and enforce the law

Employee Career Goals (to be filled out during discussion)

Become a department instructor
Work towards required certification
Move to a different shift

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

Patrol special events
Make concerted effort to be visibly patrolling on campus (i.e. limit office time)
Actively issue parking citations where appropriate for observed violations
Investigate and complete reports thoroughly and following proper protocol
Use tact and diplomacy when working with others

OUTCOMES (RESULTS) FOR PREVIOUS REVIEW YEAR

Employee Career Goals

Outcomes (Results):

Was able to plan and present training sessions to department officers on various topics. Attended training for state instructor recertification.

Comments:

Through increased seniority and staff turnover, hope to move off of third shift some day.

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Supervisor Position Expectations

Outcomes (Results):

Employee G patrols events as required. Employee G should limit time in office as to be more visible and available on campus. Employee G is very professional and approachAll officers should review department policy regarding violation enforcement

Comments:

All officers should review department policy regarding violation enforcement

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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability: punctuality, regular attendance, overall reliability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills: ability to establish goals/objectives, prioritize, anticipate problems, implement plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness: adaptability, versatility, initiative, ease of learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving: 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"/>
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)