

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

Name <u>Employee H</u>	Classification <u>Library - related</u>	Review Year: <u>2006</u>
Department/Unit <u>Department H</u>	Supervisor <u>Supervisor H</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 consistently high level of services to all patrons (students, staff, etc.) Provide access to information in various formats, in collaboration with faculty, to support the instructional and research-related fields of the university curriculum Promote critical thinking and exploration Celebrate and promote diversity
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Employee Career Goals (to be filled out during discussion)

Attend selected workshops for professional development Attend additional training on new departmental software prior to implementation Work on special projects Act as a role model/mentor for new departmental staff
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Supervisor Position Expectations for next review year (to be filled out during discussion)

In addition to performing duties outlined on position description: Coordinate and supervise student workers Schedule activities for the various departmental areas Explore and implement ideas to excel in customer service Provide input for Library newsletter publication
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**OUTCOMES (RESULTS) FOR REVIEW YEAR**

Employee Career Goals

**Outcomes (Results):**

Attended training on new software as well as various campus workshops. Acted as a mentor for new staff.
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**Comments:**

Hope to attend more professional development in the future. Would like to participate in various projects.
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# INDIVIDUAL DEVELOPMENT PLAN (IDP)

## Classified Employees

Supervisor Position Expectations

**Outcomes (Results):**

Employee H coordinated the schedules of all student workers for the area, directed the work, and provided guidance and training. In addition, Employee H has trained and supervised students on special projects as directed by the supervisor. Employee H continues to explore new ways to build efficiencies into the Library operations. Employee H assisted the supervisor in brainstorming topic areas to be used for future newsletters.

**Comments:**

Employee H is always willing to cover other areas during staff absences. Very dependable employee.

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

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Employee Signature/Date

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Supervisor Signature/Date

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