

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

Name <u>Employee A</u>	Classification <u>Prog Support - Related</u>	Review Year: <u>2006</u>
Department/Unit <u>Department A</u>	Supervisor <u>Supervisor A</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 high quality services to UW-L students  
Publicize programs and services to UW-L  
Implement new departmental software  
Participate in planning for the relocation of the office  
Explore and implement new ways to welcome students

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  
Develop projects for student workers

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

Follow department/unit goals noted above  
Work on customer service in order to provide the best service possible

**OUTCOMES (RESULTS) FOR REVIEW YEAR**

Employee Career Goals

**Outcomes (Results):**

Was not able to attend professional development training  
Attended training on the new departmental software and was able to train student employees  
Developing projects for the students is on-going

**Comments:**

Hope to attend professional development training in the near future. With departmental software being introduced, did not have time to attend professional development training. On-going need to continue training students on software.

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Supervisor Position Expectations

**Outcomes (Results):**

Employee A was instrumental in helping to implement the new software. Employee A participated in IT training in order to develop an on-line newsletter for the office. Employee A worked great as the receptionist of the department to encourage student's willingness to use the services. Excellent customer service.

**Comments:**

Keep up the good work.

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 checked="" type="checkbox"/>	<input 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 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.

\_\_\_\_\_  
 Employee Signature/Date  
 (Signature does not necessarily indicate agreement of IDP results but simply that the items were reviewed)

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 Supervisor Signature/Date