

Individual Development Plan (IDP)
Checklist for Non Instructional Academic Employees

Name _____	Classification _____	Review Year: _____
Department/Unit _____	Supervisor _____	

INSTRUCTIONS- Complete this checklist. Forward the checklist, completed IDP, and any additional documents (updated position description and/or organizational charts as needed) to Human Resources, **Attn: Unclassified IDP**, 144 Graff Main Hall. For complete information on the IDP process click the button.

[Open IDP Information](#)

- Position Description (PD) - Submit revised PD via e-mail and a signed paper copy to HR. [Joy Gutknecht's E-mail](#)
- Department/Unit Organizational Chart
 Accurately reflects Department/Unit Organization?
 Yes No - Revision attached

Document the following areas

Note: If your unit/department has an evaluation process that is meeting the needs of your area and address the topics below, it will fulfill the requirement for this section of the IDP. You will not need to create another document.

- Discussion
 - Department/Unit Goals
 - Employee Career Goals
 - Supervisor Position Expectations
- Review Outcomes (Results) from the previous IDP year
- Planning for next IDP year, as appropriate
- Review with Employee:

- Career Progression [Click here for Career Progression Materials](#)
 - "Progression within title" reflects the greater levels of proficiency within the title, moving from associate, no prefix, and senior within guidelines
 - "Progression across titles" which encompasses movement through a series of titles reflecting greater levels of supervisory, budgetary, and decision-making control and impact.

- Equity [Click here for Equity Materials](#)
 - This provides a means to address unusual salary disparities that cannot be remedied with the annual pay plan or Career Progression Policies

- Comments

We have discussed the items listed on the IDP checklist. (Signature does not necessarily indicate agreement of IDP results but simply that the items were reviewed)	I have reviewed the IDP checklist and attached documents.	
_____ Employee Signature /Date	_____ Supervisor Signature/Date	_____ Dean/Division Officer Signature/Date

Date received in Human Resources: _____	Reviewed by: _____ (Initial/Date)
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