

Individual Career Development Plan
 Performance Year: _____

Employee's Name	Position Title/Grade	Office Phone	Email Address	
Career Goal:				
Goals for Successful Performance in Current Position	Short-term Career Goals (2-3 years)	Long-term Career Goals (3+ years)		
Developmental Objectives: What do you need to do this year to work towards your goals?	Developmental Activities (training, assignments, projects, details, etc.)	Proposed Dates	Date Completed	

Goals for Successful Performance in Desired (Future) Position	Short-term Career Goals (2-3 years)		
Development Objectives: What do you need to do this year to work towards your goals?	Developmental Activities (training, assignments, projects, details, etc.)	Proposed Dates	Date Completed
Notes:		Employee's Signature/ Date	
		Supervisor's Signature/ Date	
		Mentor's Signature/Date (if applicable)	

Instructions

Complete the Individual Career Development Plan following these steps:

1. Employee Developmental and Career Goals:

You, the employee, and your supervisor should work together to complete the goals for successful performance in your current position and for preparation of any desired future position. You should identify both short- and long-term career goals.

Developmental Objectives:

In this section describe what needs to be done this year to work towards the career goals. Objectives describe what you need to learn or competencies you need to demonstrate in order to reach your goal.

2. Determine a method of training and a training time frame.

Determine what type of training or activity is needed to accomplish the developmental goals. It could be On the Job Training (OJT), a detail, or an actual training course or a combination of methods. Identify the proposed dates for the training or activity in the *Proposed Dates* column. Once the training is completed, write the date in the *Date Completed* column.

3. Discuss the Development Plan with your Employee

Discuss the IDP with your supervisor and mentor (if applicable) and make any necessary modifications. The supervisor and employee should sign and date the plan. This plan should be completed within 60 days from the beginning of the performance year.

4. Review and Modifications

This plan should be reviewed at each performance review and modified as situations or needs change

Important Note:

The Office of Human Resources may ask to see a signed Individual Career Development Plan when employee is requesting select training to verify its relevance.