**Individual Development Plan**

*Instructions for supervisors*

**Getting Started**

The IDP is designed to facilitate a conversation between you and your staff about their accomplishments, challenges and individual development goals for the upcoming year. It is NOT a discussion of the employee’s specific weaknesses, but a conversation about their professional development and how you plan to support them. (Discussions and coaching about specific performance concerns should never wait for a yearly review, but instead occur throughout the year as issues arise).

1. There are two IDP worksheets, one for the employee to fill out and one for the supervisor.
2. Provide the ***Employee Worksheet*** form to your employee. Best practice is to give them several days or longer to complete the form, allowing them time to reflect on their answers.
3. Fill out a separate ***Supervisor Worksheet*** for each of your employees. You should also spend enough time to reflect on your answers. Do not fill out Question #4 until after you and your employee meet.
4. When both worksheets have been completed, meet with your employee and go over each worksheet, starting with the ***Employee Worksheet***.

**Best Practices for Employee Worksheet Discussion**

Question 1: Accomplishments

Begin on a positive note with a discussion and celebration of the employee’s recent accomplishments and successes. While you have answered a similar question on the supervisor worksheet, it is important to listen to the employee’s answers here. Understanding what they are most proud of can help you ensure they have fulfilling and engaging assignments moving forward.

Question 2: Challenges

This question invites the employee to be vulnerable and admit areas where they are struggling. It is important that you create a safe environment to encourage the employee to open up.

Question 3: Learning

This could support achieving a new role, or improvement within a current role. The employee does not need to articulate a specific goal, but they do need to commit to learning in some form. If the employee does have a specific goal in mind, that can be discussed as well, including how you can support them.

Question 4: Teaching

Giving back to others in the organization is a critical part of employee growth and also helps promote cross-training and transfer of subject-matter expertise. The employee does not need to commit to a big project or a formal classroom experience, only to find an area where they can help fellow staff learn.

Question 5: Work/Life Balance

The goal for this question is to build empathy with your employee, and to nurture a relationship that treats them as a complete human and not merely a productive unit. We understand that there are limits to what we can provide (sorry, no unlimited vacation), but by engaging in this discussion we hope to uncover actions within our power that can improve the work/life balance for team members.

Question 6: Objectives & Actions

Encourage and help the employee to find specific, achievable goals that support the work of the team and that align with their individual development. This turns development goals into concrete steps.

**Best Practices for Supervisor Worksheet**

Question 1: Accomplishments & Challenges

This is your opportunity to praise the employee for their achievements that year, and to acknowledge the challenges they overcame.

Question 2: Guiding Principle

Choose one or more of the [UWF guiding principles](https://facilities.uw.edu/employee/files/media/uwf-vision-guidingprinciples.pdf) that represent the employee’s performance this year. Explain why you feel these represent the employee well.

Question 3: Opportunities

Identify and communicate the professional opportunities that you believe could be available to your employee this year. These could be learning or promotional opportunities, chances to get more involved with upcoming initiatives, or ways to expand the scope of the employee’s role.

These opportunities should not be an exhaustive list, nor should there be a guarantee or an expectation that the employee takes advantage of these opportunities. New opportunities may arise throughout the year, and you should always be on the lookout for ways to meet your employee’s development goals.

Question 4: Support

*This question should be completed during the conversation with your employee.*

You have the chance to commit to helping your employee in their individual development, and those commitments should be recorded as the answer to this question. Your commitments should be specific and relate to the goals the employee and you have discussed.

***After the conversation with your employee is complete, provide copies of both worksheets to the employee. Place the worksheets in your departmental employee file to refer to throughout the year.***

IDP

Individual Development Plan

*Employee Worksheet*

Employee: Supervisor: Date:

*Spend some time considering the questions below, and answer them as best as you can. Later, you and your supervisor will go over your answers together and discuss the opportunities the upcoming year provides.*

**Accomplishments & Challenges**

1. *What achievements over the last year are you most proud of?*

2. *What could be going better? What do you need help with?*

**Development & Growth**

3. *What do you want to learn this year? What knowledge or skills do you want to improve? What resources or support do you need to accomplish these goals?*

4. *What will you commit to teaching others? How will you share your skills?*

5. *How can UW Facilities support your work / life balance better?*

**Objectives & Action Steps**

6. *Identify two or three specific, work-related goals for the upcoming year. How will you achieve them?*

IDP

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*Supervisor Worksheet*

Employee: Supervisor: Date:

*Spend some time answering the questions below as they relate to this staff member. After you have completed this worksheet, and the employee has been given time to complete theirs, meet with the employee and go over the questions on their worksheet and their answers to them.*

**Assessment**

1. *Describe the professional successes and achievements of the employee over the last year. If there were challenges or performance issues, acknowledge them and note how the employee is addressing them.*

2. *Choose one or more of the UWF guiding principles that the employee’s work and conduct most represents and why. (Guiding Principles can be found here:* <https://facilities.uw.edu/employee/files/media/uwf-vision-guidingprinciples.pdf>*)*

**Development & Growth**

3. *List professional/organizational opportunities the employee might take advantage of this year.*

4. *How will you, as the employee’s supervisor, support them in achieving their learning & teaching goals?*