

# The Individual Development Plan (IDP)

# What is an Individual Development Plan (IDP)?

A reciprocal agreement between employee and manager focused on:

- At the minimum - improving skills for the current job or future jobs internally or externally.
- At most - a comprehensive plan created by the employee and manager that shows the employee what competencies are needed for the desired position and how the manager or organization may help with acquiring those skills.

# IDP PROCESS

1. Explain to the employee that this is a career development exercise. Which means you are willing to work with them, along with the resources available, to prepare them for their career aspirations and increasing their potential value to the organization.
2. Collect information from the employee to create a baseline of their current skills and future aspirations.
3. Check to make sure the employee's career aspirations are realistic and relevant to the needs of the organization.
4. Review the information provided from the employee and prepare to meet with them to discuss what potential collaborations might be possible in developing their skills and competencies related to the aspirations they listed.
5. Have ongoing meetings (at the minimum: annually) with the employee to monitor progress.
6. Use the information you collect from the employee to compare to your area's succession and replacement planning needs. Create potential talent possibility based on the progress demonstrated.

# Initial Meeting

- Explain to the employee that this is a career development exercise, not a performance review. It is better to understand:
  - The employee's career aspirations in current or future roles;
  - The supervisor's perspective and feedback on the potential accomplishment of those aspirations;
  - Ways that the supervisor, and employee can work together within the available resources, budget, workload and opportunities for learning to facilitate their development.
- Explain to the employee and make sure they understand that completion of the individual development plan does not guarantee another position or promotion within Florida A&M University.
- Have the employee fill out an information sheet.

# Information Sheet

Information collected should include:

- Current position
- Past work experience
- Education
- Career Goals (short-term and long-term)
- Employee's timeline for achieving aspirations

The manager should include a criteria section to be used by both the employee and manager. The employee may create criteria as well.

The employee should identify skills they need and self-ratings of current skills that are relevant based on their criteria (support for ratings).

The employee should identify any mentoring opportunities or assignments they think might be helpful.

# Assess Information Sheet

- Ensure the employee's career aspirations are realistic.
- Look at experience, education, and skills needed for the career goals and give feedback of the employee's readiness in those skills.
- As a manager, rate the level of skill readiness. If the competencies (primarily technical) are unfamiliar, seek an expert to help with explaining. Review the employee's competency criteria. Create manager's criteria for aspirations.
- Prepare to talk with the employee about your feedback and how you support it.

# Feedback and Planning Meeting

- Schedule a meeting with the employee. This meeting should not be scheduled with performance appraisals as the IDP is a developmental tool to enhance performance and should not be used to assess or evaluate a current job.
- Using both the manager and employee competency criteria (level needed for behavioral skills and the technical skills), the manager and employee should agree on a reasonable appraisal of the employee's current level.
- Conversations should focus on gaps between the employee's rating and the manager's ratings.
- Conversations should then focus on strengths and opportunities for improvement in areas of competence and experience needed to achieve aspirations.
- A plan is created by the employee and manager that may include educational and training opportunities (based on available resources and at the discretion of the manager); opportunities for stretch assignments to acquire experiences; and mentoring opportunities that help the employee understand what it takes in the role they aspire to attain.
- The plan is agreed upon. The manager agrees, to the best of their ability and available resources, to support the plan. The employee provides their commitment to move forward with the plan while adding value to the organization.
- Schedule follow up meetings (at least once a year) and monitor regularly. Celebrate any successes the employee has with annual career development goals with recognition.

# Documentation

- A document is generated for the employee with career development goals for the year. They may include opportunities for training, education, stretch assignments, and mentoring. This document will be used to base career development and IDP progress in future meetings.
- Manager may monitor progress and use the IDP information for possible replacement and succession planning potential.



# FAMU HR TOOLS for IDP

- IDP form
- IDP PROCESS
- IDP Companion Guide
- Sample IDP