



INDIVIDUAL DEVELOPMENT PLAN

COMPLETION OF THIS INDIVIDUAL DEVELOPMENT PLAN DOES NOT GUARANTEE ANOTHER POSITION OR PROMOTION WITHIN FLORIDA A&M UNIVERSITY.

Employee Information

Name			
Location/Department			
Current Position			
Pay Grade/Pay Level		Job Code	
Original Hire Date		Start Date of Current Position	
Supervisor/Facilitator			

Relevant Experience/Positions (FAMU)

Title	Division/Department	Dates

Relevant Experience/Positions (Other Than FAMU)

Title	Division/Department	Dates



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Education

Degree/Level/Certification	School	Date Completed

Employee's Career Desire

Next Position (0-2 Years)	Long Term (3-5 Years)

Manager's Assessment of Employee Career Desire

Next Position (0-2 Years)	Long Term (3-5 Years)



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Review Date:

(Previous IDPs should be reviewed for progress on Plan)

COMPETENCIES

This section should be filled out by the facilitator first, then discussed with the employee for the employee's self-rating.

Competency Development						
Facilitator (Rater) <i>Facilitator rates based on expertise and research before discussion.</i>		Current Competency Level Manager's Assessment and Employee's Self Rating <i>after discussion.</i>				Opportunity Gap (Difference between level needed and current competency)
Rate Levels Needed for Desired Career <i>(i.e., Basic, Proficient, Advanced, Expert)</i>		Basic	Proficient: <i>Experienced</i>	Advanced	Expert	0=meets >1=Strength <1= Development opportunity
Behavioral Skills		Level Needed				
Communication						
Conflict Management						
Results Orientation						
Problem Solving						
Continuous Learning & Self Improvement						
Project Management						
Innovative Practice						
Strategic Thinking						
Teamwork						
Leadership						
Technical Skills		Level Needed				
Add Appropriate skill (facilitator/employee)						
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Capability/Development Assessment

Demonstrated Strengths/Capabilities (Limit 4)*	Key Development Needs (Limit 4)*

Summary of Meeting

Highlight key discussions, recommendations, and action steps regarding increasing or sustaining strengths, overcoming challenges, development needs, and any progress from last career development meeting.

This section is to be completed by the manager.



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Recommended Development Activities– Current/Future Position

(To address a need/expand a strength)

Development Focus Area	Special Developmental Projects	Education & Training (Internal/External)	Identify Coach/Counsel	Other Activities (Mentoring, 360 feedback, etc.)



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Summary of Progress Made Since Last IDP Previous Capability/Development Action Plan



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This section is for the succession planning of a supervisor, talent pool availability or a calibration exercise only.

Replacement/Succession Planning

Internal Potential Positions *(Filled by Facilitator /Supervisor)*

Positions (0-2 Years)	Potential high-med-low	Long Term (3-5 Years)	Potential high-med-low

Summary of Potential (Include Rationale)

*Highlight recommendations, potential, and current skills needed for serving in interim, temporary assignments or succession as an internal applicant.
This section is to be completed by the manager.*