



# INDIVIDUAL DEVELOPMENT PLAN

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

## Employee Information

<b>Name</b>			
<b>Location/Department</b>			
<b>Current Position</b>			
<b>Pay Grade/Pay Level</b>		<b>Job Code</b>	
<b>Original Hire Date</b>		<b>Start Date of Current Position</b>	
<b>Manager</b>			

## Relevant Experience/Positions (FAMU)

Title	Division/Department	Dates

## Relevant Experience/Positions (Other Than FAMU)

Title	Division/Department	Dates



# INDIVIDUAL DEVELOPMENT PLAN

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

## 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's Career Desire

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



# INDIVIDUAL DEVELOPMENT PLAN

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

**Review Date:**

*(Previous IDPs should be reviewed for progress on Plan)*

## COMPETENCIES

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

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



# INDIVIDUAL DEVELOPMENT PLAN

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

## 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.*



# INDIVIDUAL DEVELOPMENT PLAN

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

## 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.)



# INDIVIDUAL DEVELOPMENT PLAN

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

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



# INDIVIDUAL DEVELOPMENT PLAN

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

*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 Manager)*

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.*