



Individual Development Plan

Part A: Employee Information

First Name _____ Last Name _____ Grade _____
Position Title _____ Center/Organization _____

Part B: Goals

Short Term Goals

Long Term Goals

Part C: Activities

Activity _____ Type _____ Date(s) _____

Goal(s) Supported _____

Other Info (Cost, Travel, Etc) _____

Activity _____ Type _____ Date(s) _____

Goal(s) Supported _____

Other Info (Cost, Travel, Etc) _____

Activity _____ Type _____ Date(s) _____

Goal(s) Supported _____

Other Info (Cost, Travel, Etc) _____

Activity _____ Type _____ Date(s) _____

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Other Info (Cost, Travel, Etc) _____

Activity _____ Type _____ Date(s) _____

Goal(s) Supported _____

Other Info (Cost, Travel, Etc) _____

Part D: Reviewed By

Employee Signature _____ Date _____

Employees Comments _____

Supervisor Signature _____ Date _____

Supervisor Comments _____

Other Signature _____ Date _____

Other Comments _____