

**INDIVIDUAL DEVELOPMENT PLAN (IDP)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name(Last, First, MI) |  | 6. Three -Year Period |  |
| 2. Current Position |  | 7. Division |  |
| 3. Salary Grade |  | 8. Office |  |
| 4. Years in the Position |  | 9. No further development is desired or required for this year/s*(Please check the box here.)* |
| *Year 1* | Year 2 | Year 3 |
| 5. Years in CSU |  | 10. Supervisor’s Name(Last, First, MI) |

PURPOSE: [] To meet the competencies of current position.

 [ ] To increase the level of competencies of current position.

 [ ] To meet the competencies of the next higher position.

 [] To acquire new competencies across different functions/ position.

 [ ] Others, please specify.\_\_\_\_\_\_\_\_\_\_\_\_

**COMPETENCY ASSESSMENT AND DEVELOPMENT PLAN**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency Gaps****(1)** | **Priority for IDP** **(2)** | **Specific Behavioral Indicators NOT****Demonstrated (3)** | **Development Activity****(4)** | **Support Needed****(5)** | **Trainer/ Provider** **(6)** | **Schedule or****Completion Date****(7)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Emotional Intelligence | 4 | Having a hard time handling stress, burn outs and discouragements  | Attend Seminar on mental health and emotional intelligence  | Mental Health and Emotional Intelligence Seminar | CSU | 2020 |

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| --- | --- | --- | --- | --- | --- |
| 11. Employee Signature | Date | 12. ImmediateSupervisor Signature | Date | 13. University President Signature | Date |
|  |  |  |  |  |  |
| 14A. Updated(Initials) | Date | 14B. Updated(Initials) | Date | 14C. Updated (Initials) | Date |
|  |  |  |  |  |  |
| 15. Check applicable copy designation as shown: |  Employee’s Copy | Dept. Head’s Copy | HRD’s Copy |