

The University of Tennessee at Chattanooga
Staff Performance and Development Review
Individual Development Plan

Employee Name:		Review Period: from	Jan 1, 20__	to	Dec 31, 20__
Employee IRIS#:		Position Title:			
Department:		Supervisor:			

UT Human Resource Policy HR0128 encourages all University staff members to complete at least 32 hours of training and development activities per year. This form may be used by supervisors to consider staff member's performance during the relevant evaluation period and to plan for professional development activities to enhance staff member's contribution during the current year.

Individual Development Plan (IDP): IDP documents training and development goals for the staff member to accomplish during the evaluation period to support continuous improvement and employee development.

STEP 1. Knowledge / Skills / Abilities / Experiences Needed

List in order of priority any knowledge, skills, abilities and experiences needed by this staff member to improve job performance and enhance professional development.

- 1.
- 2.
- 3.
- 4.
- 5.

STEP 2. Action Steps

List in order of priority any action steps needed to address the areas noted in Step 1. Action steps could include: training courses (internal/external), on-the-job training, course work, certification, special projects, committees, and/or other development opportunities.

Note: Please see the UTC Training websites at <http://www.utc.edu/human-resources/training/index.php> for more information on UTC training and development opportunities, most of which are offered without cost to departments. The Office of Human Resources can assist departments in locating and developing additional training programs to address special departmental needs.

Prioritized Action Steps	Timing (3,6,9,12 months)	Estimated Cost
---------------------------------	---------------------------------	-----------------------

- 1.
- 2.
- 3.
- 4.
- 5.

Supervisors may wish to revisit the development goals/plans established above during the current evaluation period (biannually or quarterly) to assess progress, facilitate accomplishments of goals, and discuss any revisions that may be necessary due to changing circumstances. A future meeting date to informally review and discuss the progress towards the individual development plan may be provided below:

Interim Review Date:

Staff Member Signature (required)

Date

Supervisor Signature (required)

Date