

**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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 11. Employee Signature | Date | 12. Immediate  Supervisor 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 | |