

## Employee (Individual) Career Development Plan

Directions: An employee should complete Section I of the IDP form and be prepared to discuss it with their supervisor. Career planning involves joint input by the employee and supervisor in creating specific developmental experiences. These development activities should be structured to support the employee's career goals, as well as provide benefit to the organization.

### Section I: To be completed by the Employee prior to meeting with Supervisor

<b>Name of Employee:</b>	<b>Employee ID:</b>
<b>Current Classification:</b>	<b>Department/Division:</b>
<b>Time in Position:</b>	<b>Plan Covering:</b> _____ to _____

1. What are your career plans/objectives?
  
  
  
  
2. What position (or occupational group) would you like to develop skills to perform?
  
  
  
  
3. What development objectives will help you reach your goals? In other words, what specific skills do you feel you need to develop to pursue your career goals?

#### Career Goals:

Short-Term Goals (1-3 years):	Long-Term Goals (3+ years):



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**Education Needed or Recommended for Career Goals:**

Anticipated Education (Degree, Course, Certificate)	Action Plan for Receiving	Target Completion

**Additional Training Completed – Include training completed prior to completion of this IDP which is relevant to career goals.**

Training Course, Seminar, Conference, etc. Subject Matter	Host Organization and/or Location	Completion Date

Employees interested in career advancement/promotion are encouraged to participate in internal and external classroom training, on-the-job training and other development opportunities. This is a voluntary program and is intended to provide training and development to assist the employee in developing skills that support the employee’s career goals. It is not intended to create an expectation for out-of-class pay nor guarantee a promotion for the next available position. The program is subject to budgetary and time limits.

It is also important to develop alternative plans. A signed IDP doesn’t imply that Clackamas County will support and/or fund all activities included in the IDP.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

**"Not only must you know what you want, but you must really want what you want, if you are to get what you want."**

**Anonymous**

**Section III: Schedule of Progress Review Meetings.** The employee should maintain their IDP record of planned and completed activities. It is recommended the supervisor and employee meet periodically during the plan period to discuss progress and determine if modifications need to be made to the IDP. These check-in meetings can occur at any time, however it is recommended that the employee and supervisor meet at least quarterly throughout the year.

**Length of Plan Period:** \_\_\_\_\_

<b>Date and Time of meeting</b>	<b>Progress Notes: Action to be Taken</b>	<b>Supervisor and employee Initials</b>