

## Employee (Individual) Career Development Plan Template

This career development plan template can be used as a tool to guide your thought process and map your progress over a chosen period. An employee should complete 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 goals, as well as provides benefit to the organization.

|                                |   |
|--------------------------------|---|
| <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><br>_____ to _____ |

### Development Goals:

What are your career plans/objectives? What development objectives will help you reach your goals?

### Obstacles/Barriers:

What barriers can I identify which might hinder me in pursuing my development goals? How can I overcome these barriers?

### Strengths:

Which of my strengths can I leverage to help me achieve my development goals?

### Progress Check:

When will I begin taking action to meet my goals? When do I expect to see significant progress? (Milestone commitments) How will I evaluate my progress?

Evaluation of Goals:

What will be the impact of meeting my development goals on me and my career?

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