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# INDIVIDUAL DEVELOPMENT PLAN (IDP)

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# Outline

- What is an IDP?
- Purpose & Benefits
- Linkage
- Roles/Responsibilities
- Short and Long Range Goals
- Developmental Activities
- Complete IDP
- Summary

- A tool that is used to identify and plan for training and developmental experiences which meet the career goals and performance plans of the employee and the organization.

The IDP is developed jointly by the supervisor & employee. Collectively, they will discuss various training, educational, and developmental activities.

**NOTE:** IDPs must be done no later than 60 days after hire and assess/updated regularly (suggestion: mid year and annual reviews)

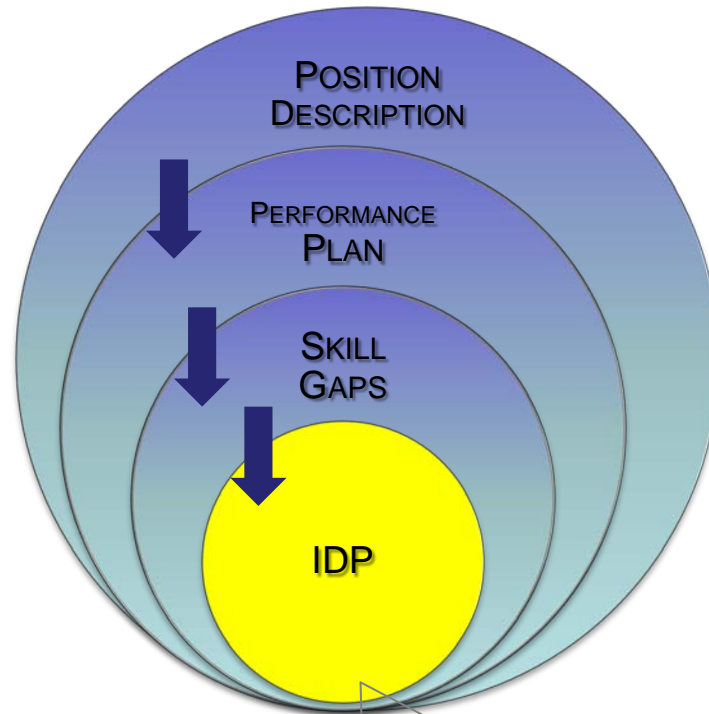
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# Purpose & Benefits

- An action plan that outlines training and developmental needs to enhance performance and fill performance gaps
- A tool that allows employees to take ownership for their own career and personal success
- Perform duties according to established job standards
- Supervisor and employee commit to career progression and goals

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**LINKAGE**



IDPs should result in identified skill/knowledge/competency gap closure.

## Supervisor:

- Assess employee's strengths/development needs & plan to fill the performance gaps
- Provide periodic (at least mid year & annually) opportunities to discuss & plan for development
- Must review performance plans & ensure alignment with career and organizational goals
- Evaluate outcome of employee's training and development efforts

## Employee:

- Professional and personal assessment of your job talents and competencies, ref position description
- Identify/discuss your specific competencies (jointly with your supervisor)
- Establish realistic objectives to enhance necessary competencies
- Identify and select developmental activities to enhance competencies
- Initiate IDP to communicate developmental needs & training activities with supervisor

- Short range goals - activities should take no longer than 2 years to accomplish
  - Ex. Learn how to manage a training budget
- Long range goals - activities should be completed between 2 - 5 years or more.
  - Ex. Manage or Lead a Team Project

**NOTE:** Use the SMART method to create goals – Specific, Measurable/observable, Action-oriented (verb), Realistic and Time-Oriented



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# Developmental Activities

- Online Learning (DOE's Online Learning Center)
- Structured On-the-job Training
- Shadowing
- Rotational/Developmental Assignments
- Formal Classroom Training
- Recommended Reading Material(s)
- Self-Study Courses
- Discussions with Subject Matter Experts
- Participation on Task Force/Focus Groups and Special Assignment Working Groups

- Log in to ESS
- Click on IDP>Instructions – PRINT
  - Info about IDPs
  - Benefits about IDPs
  - “How to” navigate to complete IDP, etc
- Click on IDP>IDP Start Page (SP)
  - Ensure your supervisor is correct, if not click on **Change Supervisor** and follow instructions
  - **View** - allows you to view your IDP

Cont.

- **Update** – allows you to “Modify” (an existing or add a goal), “Delete” and “Add activities”
  - You can modify the description of activities/goals or delete/remove it or put a completed date (does not need supervisor approval) by clicking the goal.
- **Rollover** – allows you to roll your IDP over to the next period covered goals/activities are still pending completion.

- Click on IDP>Create New IDP (same as SP)
- Click on IDP>Update Current IDP (same as SP)
  - Icons on bottom of screen
- Click on IDP>View Current IDP (same as SP)
- Click on IDP>Decline to Complete an IDP
  - Justification required
  - Supervisor will approve or disapprove request

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# SUMMARY

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**NOTE: If you have any questions, contact your organization's TPOC.**