



HHS MENTORING PROGRAM: *Partnering for Excellence*

Appendix D - Individual Development Plan

The Individual Development Plan (IDP) is a roadmap that guides employees in identifying their professional development goals and the strategies for achieving them. Employees’ professional development should be an ongoing process to ensure employees are staying current—if not one step ahead—in their professions. Planning for continuous development must be linked to the organization’s mission, goals, objectives, and needs, as well as individual professional goals of employees. OPDIVs may have career/OPDIV-specific IDP templates for use.

Position Title:	Mentee:	Mentee Signature:	Date:	
Grade/Series:	Supervisor:	Supervisor Signature:	Date:	
IDP Date Range:	Mentor:	Mentor Signature:	Date:	
Short Term Goals:				
Long Term Goals:				
Developmental Goal:	Identified Competency:	Training Event/Activity:	Target Date	Completion Date