

INDIVIDUAL DEVELOPMENT PLAN

FOR FUTURE JOB PERFORMANCE OF PERMANENT EMPLOYEES

STD. 637 (Rev. 10/2019)

EMPLOYEE LAST NAME	FIRST NAME	MI	DATE OF LAST IDP DISCUSSION
CIVIL SERVICE TITLE	POSITION NUMBER	EMPLOYEE'S HEADQUARTERS	
STATE DEPARTMENT NAME	DEPARTMENT SUBDIVISION		

PERFORMANCE OBJECTIVES - Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job or to develop employee skills.

PLANS FOR ACHIEVING OBJECTIVES - Specific methods by which the employee can work toward accomplishing his or her performance objectives (in-service training courses, college courses, rotation, special work assignments for training purposes, etc.)

I have participated in a discussion of my Individual Development Plan.

EMPLOYEE SIGNATURE	DATE SIGNED	SUPERVISOR'S SIGNATURE	DATE SIGNED
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