**Individual Development Plan (IDP)**

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| --- | --- |
| **Employee Name:** | **Department:** |
|  |  |

The completion of this IDP and discussion of its contents is the joint responsibility of the employee and his or her immediate supervisor. Such discussion will provide the basis for the formulation of a detailed plan of action to help the employee achieve his or her goals. The results of this process will also help Texas A&M Forest Service (TFS) by allowing the employee to contribute in areas for which he or she is most qualified.

**A. Employee Professional Objectives/Goals:**

**B. Employee Job-Related Strengths:**

**C. Areas for Performance Improvement/Development:**

**D. Action Plans –** This area should be discussed and completed based upon a mutual understanding of TFS/employee goals and needs. Indicate employee efforts to maintain or upgrade competence in their field such as skill enhancements, professional society membership, schooling, seminars, self-study, certifications, licenses, etc.

**1. Actions for Employee:**

**2. Actions for Supervisor/Manager:**

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**Employee’s Signature Date**

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**Supervisor’s Signature Date**

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**Approving Manager’s Signature Date**