The FAMU IDP PROCESS

(Please take some time to review the Companion Guide to the IDP process)

Step 1
- Explain to the employee that this is a career development exercise not a performance review. It is to better understand:
    o The employee's career aspirations in current or future roles;
    o The supervisor's perspective and feedback on the potential accomplishment of those aspirations;
    o Various ways the supervisor and employee can work together within the available resources, budget workload and opportunities for learning to facilitate the employee's development.
- Explain to the employee and make sure they understand that **completion of the individual development plan does not guarantee another position or promotion within Florida A&M University.**
- Have the employee fill out page 1 and 2 of the IDP, specifically their desired career goals for the next two years (short-term) and three to five years (long-term). If the employee indicates no aspirations, they may include their existing position. The employee will then return this information to the manager. The manager will need the positions they desire before proceeding to step 2.

Step 2
- Check to make sure the employee's career aspirations are realistic. Realistic aspirations should fall within a reasonable period, be practical, and appropriate in their current position. In the box "*manager's assessment of career desires*" on page "2" either reaffirm or suggest alternative career paths that are actionable and suitable to make the developmental activities a success.
- On page 3 of the IDP, based on the information given by the employee **assign a level of competency needed in behavioral skills and technical skills.**
    o If the employee's desired position is outside of your expertise, seek advice from someone with the expertise who would direct an individual at that level and ask about desired behavioral and key technical skills needed.
    o Please refer to the *Behavioral Competency Matrix* to help support level needed.
    o If an employee wishes to stay in their current position, consider what competencies they will need to work on to compete in a changing environment or where they might be able to fill in if needed in other areas of the operational unit.
- Schedule a meeting with the employee. Use page 3 in the IDP to:
    o Facilitate a discussion with the employee using the competency criteria **(level needed)** for behavioral and technical skills**.** Make a reasonable appraisal of the employee's current level.
    o Please note any differences between the level needed and the current competency level (e.g., level needed proficient, current level advanced – the difference "1"= a strength;

level needed advanced, current level basic - the difference "-2" = opportunity for development; level needed proficient, current level proficient -"0" = meets.

- o After rating; a gap difference should appear in the far right column. These numbers are only used to help identify areas of strength or opportunities for improvement or development.

- o Go to page 4 and document strengths and key development areas with the employee. There is a summary section the supervisor should fill out to support the selections and how the manager and the employee came to a decision. This section can be filled out later with a copy given to the employee.

- o Work with the employee to draft an action plan on page 5. These plans can include training, educational opportunities (degrees or certifications), special assignments, cross-training, or stretch goals related to the developmental objectives. It may also include mentoring opportunities with those that hold positions similar to the ones the employee wishes to develop towards.

- o Page 6 should be used to review progress toward developmental goals from the previous IDP. If it is the first IDP, leave it blank. If it is the second IDP or beyond, document any progress or modified opportunities.

Step 3

- Finalize pages 1 through 5 and give a copy to the employee. File your copy and use as a baseline for future IDP meetings. Meetings should be held at least twice a year to review progress. One meeting should be the formal IDP meeting as described above; the other meeting can be an informal review.

- During these meetings, the manager should take care to recognize any gains in development. Personal recognition reinforces progress because it supports the idea of development and provides ongoing energy and confidence in the employee's continued growth. Also, be clear with the employee's colleagues and staff about what the manager and employee are doing differently. This can be an effective way to alert others to the changes they can expect to see.
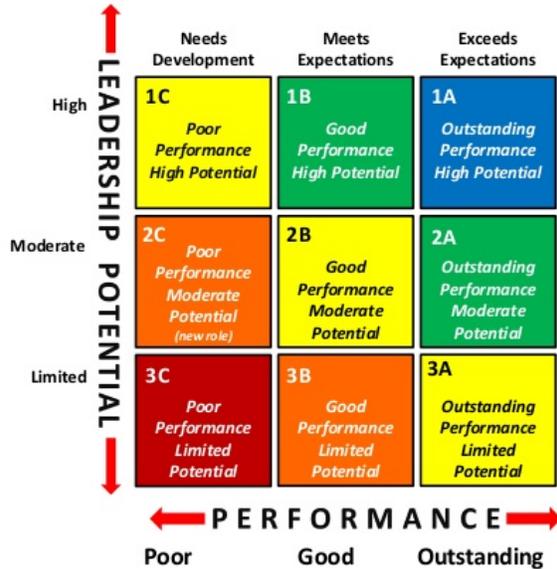
Step 4

- This step helps to identify talent for any possible succession planning exercise or unexpected departures of individuals in key positions. This information sheet can be used to conduct calibration exercises and establish possible talent pools when applicants are needed to fill a position. **THIS SHOULD NOT BE SHARED WITH THE EMPLOYEE. THIS IS FOR MANAGEMENT CALIBRATION EXERCISES ONLY.**

- o Using the employee's IDP and other source materials (performance evaluations, performance management meetings, etc.) indicate the employee's potential to fill positions in an interim; acting; temporary position or by submitting an application and being selected for an advertised position.

- o The nine-box method can be used as a resource (see below).

- o Please utilize both positions 0-2 years (short-term) and positions in 3-5 years (long-term).

o Support your selections and give your rationale in summary.

9 Box Performance-Potential Matrix