

Helpful Hints: Individual Development Plan

- Assess/review your IDP on a regular basis (at least monthly on your own and during performance review periods with your supervisor).
- Modify/Update as needed. If you complete a development activity, enter the completion date. If you no longer require a specific activity, remove it from you IDP.
- Access ESS>Place Cursor over IDP>Click on Instruction Page>Print instructions to assist you with navigating thru the IDP program.
- Access ESS>Place Cursor over IDP>Click on Start Page
- If you do not have an IDP>Click on Create IDP on the bottom of the window.
- Click on Modify (on the right to create goals and activities).
- If you completed training, under the “Date Completed” column, click on “Not completed”, a pop-up window will appear, enter the date you completed the training.
- If you no longer need the training, under the “Date Completed” column, click on “Remove”.
- Ensure your goals and activities are directly related to organizational goals.
- If you want your goals/activities to “Rollover” to the next IDP year, then go to the “Start Page” and click on “Rollover” located in blue on the right hand side of the screen.
- Once you rollover your IDP, you can update/modify your IDP by adding more goals and activities that you and you supervisor have identified for the new cycle.
- After you complete your IDP, click on the “Request Supervisor Review” button. An email will be sent to your supervisor notifying them that you have completed your IDP and you are requesting their review.

NOTE: Your IDP is not complete until your supervisor has approved it in ESS.