

Individual Development Plan (IDP)

Instructions

TO MENTEES:

Please complete this form yearly and give a copy to your mentor before your mentoring session. Attach an updated CV in the appropriate format.

TO MENTORS:

Please review the mentee's CV and this form prior to meeting your mentee.

DATE: _____

MENTEE NAME: _____

MENTOR NAME: _____

Job Aid

Time Allocation as Estimated by Mentee

_____ % Administration / Other Services
_____ %
_____ %
_____ %

How (if it all) would you like to change this time distribution?

_____ % Administration / Other Services
_____ %
_____ %
_____ %

Do you understand the classification to which you are appointed and expectations for advancement?

- Yes
 No

Explain:

Current Professional Responsibilities

List your major professional responsibilities and if you anticipate significant changes in the coming year.

1. _____
2. _____
3. _____

Job Aid

Future Professional Goals

Short Term Goals

List your professional goals for the coming year. Be as specific as possible, and indicate how you will assess if the goal was accomplished (expected outcome).

1. GOAL: _____
Expected Outcome:

2. GOAL: _____
Expected Outcome:

3. GOAL: _____
Expected Outcome:

Long Term Goals

1. GOAL: _____
Expected Outcome:

2. GOAL: _____
Expected Outcome:

3. GOAL: _____
Expected Outcome: