

Individual Development Plan (IDP)		
Employee Information		
Name	Anna Andrea Nava	SAMPLE ONLY
Position	HR Assistant	
Department	Human Resources	
Supervisor/Manager	Marcel Pusing	
Date of IDP Creation	2/15/24	
Review Period	1st Cycle Performance Review	
Next Review Date	2025	

Scoring Guide for IDP Completion and Competency Mastery		
Score	Description	Completion Status
5	Exceptional & Completed: Exceeded expectations, demonstrated mastery beyond the target level. Project/activity is completed, and impact is notable.	Completed & Exceeded Competency
4	Advanced & Completed: Fully met expectations with proficiency at or slightly above the target level. The project/activity is fully completed.	Completed & Above Target Expectation
3	Proficient & Completed: Met most expectations, demonstrated competency at the target level. The project/activity is fully completed.	Completed & Met Expectations
2	Developing & Incomplete: Some progress made, but competency is below the target level. The project/activity is incomplete or partially completed.	In Progress (50-79% Completed)
1	Basic & Not Started: Little to no progress in competency development. The project/activity is not started or significantly behind schedule.	Not Started/In Progress (<50%)

Development Plan Table												
Development Area (system generated)	Competency (system generated)	Current Competency Level	Target Competency Level at the End of the Yr (system generated) - +1	Type (Education, Experience, Exposure)	Development Activity	Target Completion Date (CANNOT BE EDITED)	Actual Completion Date	Completion Status (FOR DA status)	Expected Results and What new or enhanced skill or knowledge will you learn from this IDP?	How will you share these enhanced skills or knowledge with your Tiers, peers, or direct reports?	How will you apply the skills or knowledge that you learned to improve your work performance?	SCORING FOR THIS IDP
Technical	Payroll Processing	1	2	Education	Attend a seminar on HR compliance regulations	12/31/24		In Progress	Understanding of HR compliance regulations.	Share key compliance updates during team meetings.	Ensure adherence to HR policies in daily operations.	5
			5									3
					Shadow the HR Specialist during the onboarding process, followed by performing actual onboarding tasks	12/31/24		In Progress	Practical knowledge of the onboarding process and hands-on experience.	Provide feedback to peers on onboarding best practices.	Apply techniques learned to improve new hire orientation.	4