

Employee: _____
ID Number: _____
Hire Date: _____

Employee Development Plan (EDP – New Hires)

The purpose of the Employee Development Plan is to identify and plan learning opportunities and activities that support and develop the competencies of the new employee. **For assistance in completing this form, please contact Human Resources Employee Learning and Development at 7-3284.**

Prior to the new employee's arrival:

- Review the **Performance Management Work Plan** (Section III, Green).
- Review the **Key Functional Competencies** and the **Expected Level of Competency** columns.
- Identify the categories of development using the examples provided below and complete the form below.
 - **Professional Development** (classroom training, committee participation, industry conference attendance, industry organizational membership activities...)
 - **University Development** (Introductory meetings with key department managers/supervisors, clients, or partners...)
 - **Technical Skills Training** (Position specific or trade skill – i.e. Java Programming, project management, business processes...)
 - **University Business Related Training** (Banner training, OSP, Safety...)
 - **Administrative Skills Training** (Word, Excel, Outlook, Front Page, PowerPoint...)
 - **Miscellaneous** (Self-Study, and/or non-essential activities that could be relevant to on the job knowledge)
- Plan the training and learning activities that should take place over the course of the next six months. You may not need to plan out to six months if it is not necessary or applicable for your new employee's development)
 - List all activities according to the categories chosen in Part I.

Within the first week of employment:

- Review the Work Plan with your new employee.

During the first six months of employment:

- Revisit your employee's progress monthly.
 - Check off completed activities for Part II and add notes as necessary.
 - Record the completion date.
 - Coach for success
 - Provide positive and constructive feedback often.
 - Assist your employee in broadening his or her professional network.
 - Encourage professional development activities on and off campus.
 - Provide stretch development opportunities.
 - Help your new employee achieve small successes early.
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Employee Development Plan (EDP – New Employee)

Category	Task	Completion Date	Supervisor Initials	Employee Initials
Professional Development	<p>Example: Classroom training, committee participation, industry conferences attendance, or industry organizational membership activities</p> <p>Classroom Training</p> <ul style="list-style-type: none"> • • <p>Online Training</p> <ul style="list-style-type: none"> • • 			
University Development	<p>Introductory Meetings</p> <ul style="list-style-type: none"> • • 			
Technical Skills Training	<p>Example: Position specific or trade skill- (i.e. Java Programming, project management, business processes)</p> <ul style="list-style-type: none"> • • 			
University Business Related Training	<p>Example: Banner training, OSP, Safety</p> <ul style="list-style-type: none"> • • 			
Administrative Skills Training	<p>Example: Word, Excel, Outlook, Front Page, PowerPoint</p> <ul style="list-style-type: none"> • • 			
Self –Directed Activities	<p>Example: Industry Journal Article, self-base course or industry related book or program</p> <ul style="list-style-type: none"> • • 			