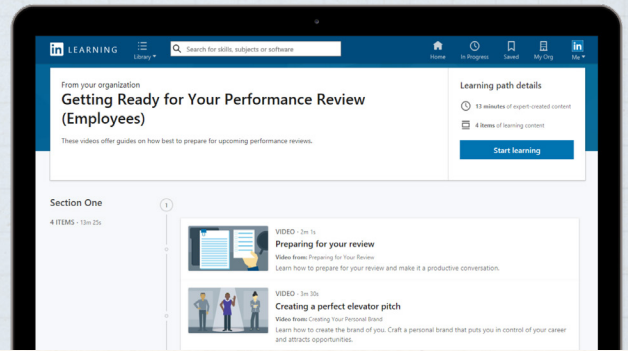


Put People at the Center of Performance Reviews

Individual Development Plan Worksheet



SECTION 1—Completed by Employee

Name:		Date:	
Hire Date:		Current Position:	
Past Positions:		Desired Future Position:	

SELF-ASSESSMENT

List your current skills, knowledge, and abilities. These are the things you are good at.

List the things you believe you need to learn or get better at that will allow you to advance in your career.

SECTION 2—Completed by Direct Manager/Supervisor

LEADER ASSESSMENT

List employee's current strengths.

List areas of opportunity for learning and growth.

SECTION 3—Completed Together, by Employee and Manager/Supervisor

IDP for Current Year

Use the information on the previous page to develop 3-5 learning goals for the year.

Learning goals can be a combination of any of the following three options: cross training with other departments, LinkedIn Learning, or mentorship and coaching.

#	Learning Goal	Method/Course Recommendations	Due Date
01			
02			
03			
04			
05			

Notes:

Pro Tip

Keep your performance review materials all in one place. LinkedIn Learning seamlessly integrates with your LMS so that your managers and employees can easily navigate the performance review cycle.