** Employee Checklist for Preparing an IDP**

**Pre-Discussion Planning**

1. *Where am I now?*
   1. What do I value?
   2. How satisfied am I in my current job?
   3. How well does my job meet my needs?
   4. If I wanted to make a change, what would it be?
   5. How do others view me?
   6. How do I want to be seen?
   7. What kind of person do I want to be?
   8. What makes me happy?
2. *Where do I want to be?*
   1. Do I want to advance or move into a different type of job?
   2. Enrich my present job?
   3. Develop new skills? If so, which ones and why?
3. *How will I get there?*
   1. What specific skills, knowledge and abilities do I possess?
   2. What do I strengthen now to meet (current needs/standards)?
   3. What do I strengthen for future assignments?
   4. What are my barriers?
   5. What do I need to overcome the barriers?
   6. What is in my way?
   7. Where do I need to change?
   8. Identify the sources of the barriers and determine the need and actions to overcome them.
4. *What is my current level of job competency?* 
   1. What are the major duties and responsibilities involved? What job-related tasks are necessary for successful performance of the job?
   2. What special requirements are necessary or helpful to know?

**Identification of Personal Goals**

1. Identify the assignments or job duties you would like to complete this year.
2. Define your short-range (6-12 months) goals.
3. List future activities that you would like to accomplish.
4. List possible career paths open to you (e.g., staffing specialist, team leader, program manager).
5. Define your long-range (1-3 years) goals.
6. Ask yourself: Are my goals realistic? How strong is my desire to achieve these goals? Are my goals compatible with my strengths and weaknesses? Are my goals compatible with the parts of my job that I like and dislike?

**Identification of Organizational Goals**

1. Identify organizational core competencies.
2. Identify career field core competencies and career ladders.
3. List long-range training opportunities that provide rotational assignments or developmental assignments outside your chosen career.

**Identification of Objectives**

1. Read your job description.
2. Read your most recent performance appraisal.
3. Read your office/division mission and function statement.
4. List specific job activities that you enjoyed in the past year.
5. List specific job activities that you did not enjoy in the past year.
6. Identify elements of your job where you excel.
7. List those elements of your job where you believe performance could be improved.
8. List those activities within your office/division that are interesting to you.

**Identification of Development Activities**

1. List the ten most common tasks that you perform. (Tasks are single activities that cannot be meaningfully broken down into smaller elements.)
2. Identify the knowledge, skills and abilities that are needed to perform each task.
3. Identify and prioritize the knowledge, skills and abilities you do not have or those you need to strengthen.
4. Identify short-term development activities that will help you acquire the needed knowledge, skills and abilities.
5. List the knowledge, skills and abilities needed to improve your performance.