

WHAT: INDIVIDUAL DEVELOPMENT PLAN (IDP)

Have you seen those technician vacancy announcements that advertise a lower grade “with promotion potential” to a higher grade? One of the requirements for promotion is “completion of an IDP.”

WHEN: When a position is filled with a technician who is qualified at the lower or trainee level we establish an IDP for that technician. The IDP is designed by the supervisor and includes formal courses as well as on-the-job training (OJT) tasks that are necessary to give the technician the knowledge and skills necessary to perform at the higher grade level. An IDP also gives an estimated length of time it will take for the technician to gain the knowledge and skills required to perform at the higher grade.

WHO: The supervisor discusses the IDP with the technician and both sign the plan before forwarding to the HR office. The supervisor discusses progress with the technician every three months, documents that discussion on a progress report, gets the employee’s signature and forwards the report to the HR office.

HOW: When the tasks and courses on the IDP are complete and the minimum length of time required at the lower grade level is past, the supervisor submits an SF52 requesting a promotion to the HR Office. The request for promotion SF52 notifies our classification specialist to schedule a desk audit with the technician. If the technician is performing the higher-graded duties the technician is promoted.

POC: HRO Points of Contact for IDPs are Diane Voichoski at x7126 and Tonya Wagner at x7129.