Individual Development Plan (IDP) Self-Assessment for Employees

This self-assessment helps you think about development opportunities that you may want to pursue as you consider you short-, medium- and long-term career goals. Use the questions to reflect on your talents and strengths, what you enjoy doing, what you may need to master your current role, and what you may need to achieve your career aspirations.

As a first step let's identify where you are in your career:

1. **Are you new in your role, or new to U of T?** Are there skills, behaviours or knowledge you need to get better at to ensure you succeed in your new role?

2. **Are you experienced in your role?** Are you looking to maintain full engagement and enthusiasm through taking on additional challenges, building competencies that are needed to meet changing work demands, using strengths more fully, or mentoring others? Or perhaps, your plate is full with work and personal obligations, and staying current to meet the needs of your role is enough.

3. **Are you thinking about preparing for a different role**? Does this require you to develop existing skills into significant strengths or completely new knowledge and skills?

Once you've identified where you are in your career, reflect on the questions in the following sections. Not all questions may be applicable to you, so focus on the ones that get you thinking. It may help to note down your answers in the fillable sections and review them to see if there are any patterns or insights. At the end of the reflection process, you should be in a position to draft your Individual Development Plan (IDP), which you can discuss with your people leader.

Current Role Opportunities and Career Aspirations

What do you want to learn?

What opportunities exist in your current role that will help you develop and grow in this role or for your next role? (e.g., lead meetings, act as a buddy to a less experienced colleague, increase knowledge proficiency?)

What kinds of opportunities do you want in the future? (e.g., new faculty/division, leadership, strategy work, a new role entirely?)

What motivates and energizes you at work? (e.g., helping people, solving problems, leading initiatives?)

Where at the University do you see a fit for your goals and motivations? (e.g., student focus, finance, technology, a specific faculty, building maintenance?)

How can your people leader or supervisor support you with these goals? (e.g., provide on-the-job experiences to practice skills, supporting training or education options, helping you network, give you time and feedback?)

The answers to these questions should help you fill in the **Current Role Opportunity and Career Aspirations** section of the IDP.

Strengths, Talents and Passions

We all have strengths and talents – things you naturally do really well, and that don't require a lot of energy or effort to execute. It's important to spend time on strengths and not just on development opportunities. We can use our strengths to address our gaps by applying strengths to new situations.

Your strengths are the wind in your sails - they are what propel you forward!

As a prompt to discover your strengths, consider exploring:

VIA Character Strengths

As you note your strengths**, think about how they may help you achieve your goals**, and address any opportunities that may exist.

When you think you've identified your top 4 or 5 (or more!), you can note them down in your IDP.

Notes:

These observations should help you fill in the **Strengths, Talents and Passions** section of the IDP.

Skills and Behaviours

Next, you want to reflect on areas that are important to your success now and in the future. **Take an honest look at where you are and identify where you could benefit from increasing your skill.**

You should focus on what really matters and keep the number of development areas short (e.g., 2 to 4).

The list below gives you a starting point to think about different possibilities. You can also check-in with your people leader, or peers who you have collaborated with and ask for feedback.

Technical Knowledge or Expertise:

Examples: Finance, process improvement, project management, computer applications, strategic planning, consulting, finance, human resources, etc.

Professional Skills:

Examples: Managing time, taking initiative, planning and organizing work, problem solving, providing customer service, etc.

Management and Leadership:

Examples: Motivating others, delegating, coaching, giving feedback, setting clear goals and expectations, strategic planning, communicating well, gaining participation from others, etc.

Institutional Competencies:

These are: Leadership, Equity, Diversity & Inclusion, Collaboration, Stewardship, Innovation & Excellence. Here is a link to the descriptions of our **Institutional Competencies**.

Additional Notes:

The answers to these development area examples should help you fill in the **Skills and Behaviours** section of the IDP.

Development Activities

Learning happens everywhere!

Research shows that learning occurs in three ways (**Education, Exposure and Experience**), and that orchestrating them together leads to better development. Think about your responses in section C and note down how you could develop these skills and behaviours by leveraging the 3 **E**'s.

Education:

Education is learning by instruction from an expert, in the physical classroom, a virtual classroom, and through self-paced online courseware.

Exposure:

Exposure is learning by observation, through rich feedback and connections with others to produce fresh personal insights and broadened perspectives on current role and development horizons. As a prompt, consider exploring these **Exposure Activities**.

Experience:

Experience is learning by doing, through new roles or on-the-job "stretch" situations with real performance consequences. As a prompt, consider exploring these **Experience Activities**.

The answers to these development activities should help you fill in the **How I will Develop Them** section of the IDP.