**INDIVIDUAL DEVELOPMENT PLAN**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UT ID#:\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

**Short-Term Goals: Goals and objectives to be accomplished in less than one year**

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| --- | --- | --- | --- |
| Goals and Objectives | Action Steps | Progress Measures | Target Completion Date |
|  |  |  |  |
|  |  |  |  |
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**Resources Needed**

Identify all contacts/mentors, materials, costs, time frames, and other resources necessary to accomplish your goals.

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**Progress Meetings**

Conduct periodic progress meetings with any appropriate parties (self, mentor, manager, colleague, etc.) to evaluate progress towards your goals.

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Employee/Manager Signatures Date Employee/Manager Signatures Date

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Employee/Manager Signatures Date Employee/Manager Signatures Date



**INDIVIDUAL DEVELOPMENT PLAN**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UT ID#:\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

**Mid-Term Goals: Goals and objectives to be accomplished in two–five years**

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| Goals and Objectives | Action Steps | Progress Measures | Target Completion Date |
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**Resources Needed**

Identify all contacts/mentors, materials, costs, time frames, and other resources necessary to accomplish your goals.

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**Progress Meetings**

Conduct periodic progress meetings with any appropriate parties (self, mentor, manager, colleague, etc.) to evaluate progress towards your goals.

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Employee/Manager Signatures Date Employee/Manager Signatures Date

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Employee/Manager Signatures Date Employee/Manager Signatures Date

**INDIVIDUAL DEVELOPMENT PLAN**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UT ID#:\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

**Long-Term Goals: Goals and objectives to be accomplished in five+ years**

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| Goals and Objectives | Action Steps | Progress Measures | Target Completion Date |
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**Resources Needed**

Identify all contacts/mentors, materials, costs, time frames, and other resources necessary to accomplish your goals.

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**Progress Meetings**

Conduct periodic progress meetings with any appropriate parties (self, mentor, manager, colleague, etc.) to evaluate progress towards your goals.

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Employee/Manager Signatures Date Employee/Manager Signatures Date

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Employee/Manager Signatures Date Employee/Manager Signatures Date