Steps to Creating Development Goals to include on the IPDP

Step 1: Development Goals must be included in the IPDP in the OneSourceMe system. A minimum of one Development Goal is required.

Step 2: (A) In the OneSourceMe system, the Goal Description must include the (1) Purpose, (2) Outcome, (3) Professional Development Activity, and a (4) Metric/Timeline (see examples). The Development Goals must be aligned with Competencies and/or Department Goals. (B) The Development Goal must have a Start Date, Due Date, Status, and Purpose. (C) Each Development Goal must include at least one Professional Development Activity that is designed to enhance the employee’s skill-set and will support the achievement of the development goal. The Professional Development Activity must include a Target Date and a description of the Professional Development Activity to be completed.

Once the IPDP is completed, it is submitted to the appraiser for review and discussion at the Goal-Setting conference. Additional examples of Development Goals can be found in the Development Goals Library.