** Supervisor Checklist for Reviewing an IDP**

**Reviewing the IDP:**

1. Are the employee’s goals realistic based on your assessment of the employee’s capabilities and past performance?
2. Are the employee’s goals consistent with your office/division needs, core competencies, and organization goals?
3. Do the proposed development activities support the employee’s goals?
4. Has the employee considered a full range of potential developmental activities, including self-study, on-the-job training, seminars, workshops, professional society meetings and conferences, details, and special assignments?
5. Do the developmental activities address performance improvement areas noted in the most recent performance appraisal?
6. Are any additional developmental activities needed to address upcoming changes in responsibilities and planned assignments or to maximize cross training of the staff?
7. Is the level of proposed developmental activities reasonable given the anticipated workload?
8. Are proposed developmental activities within the employee’s capabilities?

**Analysis of Organizational Needs**

1. Thinking from the perspective of the organization as a whole, and of your specific supervisory perspective, what are the organization’s needs and objectives, now and in the future?
2. What are the functions and tasks that must be accomplished in your organization’s daily work if it is going to meet those objectives?
3. What competencies are needed among your staff to accomplish these functions and tasks?
4. What competencies do each of the individuals within your span of control possess?
5. What are the gaps between competencies needed, and the competencies now present in your organization?
6. In what ways can you bring the required competencies that already exist to bear on the functions and tasks that must be accomplished?
7. What competencies should each individual develop from the organization’s point of view? From the employee’s point of view?