

NVC Individual Action Plan (IAP) Guidelines

Purpose

The IAP form is an action plan done by each employee at the end of the year. This document will help the employee track their top priorities in the area of their work tasks, personal development and any community involvement. Supervisors will assist and guide employees in setting goals for the upcoming year using this form. Quarterly, this form will be used to “check in” and see how things are progressing.

The IAP form is divided into 3 main areas:

1. Planning Section
2. Personal/Professional Development
3. Community Involvement

The Planning Section

This section of the form is used to document key work tasks, goals and assignments for the employee, the actions planned, the measure of success for that action, and established time lines or targets dates for accomplishment of that action.

Key Goals, Assignments/Priorities

- Work goals should be established using the general job standard from the employee’s HR job description.
- It is recommended that at a minimum, 3 work goals be established.
- Each work goal should be tied to a related Strategic or Working Group Action Plan.
- Goals should be prioritized as well.

Actions Planned

- What must be done to accomplish the goal or task?
- Who should be contacted or coordinated with to assist in the accomplishment of the task?

Measure of Success

- When the goal/task is accomplished, what will be the desired outcome or measure of success?
- Key results you are looking for that denotes success

Timeline

- Establish short and long term dates for each phase of accomplishing the goal
- Set realistic short and long term dates for completion or approximate the percentage of accomplishment that you expect.
- Use this area during quarterly reviews to gauge completion of the goal or negotiate new time frames

Comments & Updates

- After each quarterly update, make entries of status
- You may use this area to annotate any challenges or changes to the goal
- When the goal is completed, enter the date you discussed the measure of success and the next steps for action.

Personal/Professional Development Section

This section of the form is used to document personal and professional development goals and assignments for the employee, the actions planned, the measure of success for that action, and established time lines or targets dates for accomplishment of that action.

Personal/Professional Development

- Personal/professional goals should be established using the general performance measures from the employee's appraisal.
- It is recommended that at a minimum, 3 or 4 developmental goals be established.
- If an employee has been rated "below" standards, a developmental goal should be reflected in this area.
- If an employee "meets" the expectations, what could the employee do to "exceed" the expectation? (This can be considered as an area to develop.)
- Each development goal should be tied to a related NVC Value.
- Goals can be prioritized as well.

Actions Planned

- Consider what internal work assignment can be done to assist in the development of the goal/attribute?
- Who should be contacted or coordinated with to assist in the accomplishment of the development?
- Do external resources need to be used?

Measure of Success

- When the development is accomplished what will success look like?
- Key results you are looking for that denotes success are?

Timeline

- Establish short and long term dates for each phase of accomplishing the goal
- Set realistic short and long term dates for completion or approximate the percentage of accomplishment that you expect.
- Use this area during quarterly reviews to gauge completion of the goal or negotiate new time frames

Comments and Updates

- After each quarterly update, make entries of status
- You may use this area to annotate any challenges or changes to the goal
- When the goal is completed, enter the date you discussed the measure of success and the next steps for action.

Community Involvement Section

This section is optional to have entries. It is highly encouraged that each supervisor discuss community involvement with their employee(s). Community is a core value for the college and it also re-enforces the performance measures and standards of teamwork and leadership. Employees who are involved in this area are developing community building skills.

Community Involvement Internal or External

- What activities has the employee selected to be involved with?
- Is there any relation to work tasks or developmental goals?
- Each goal can be tied to an NVC Value.

Actions Planned

- Will this goal interfere with work assignments or tasks?
- Does an external contact need to be found to assist the employee?
- Do external resources need to be used?

Measure of Success

- What does the employee hope to gain by being involved in this activity?
- Will it assist the employee at developing community or their leadership skills in the community?

Timeline

- Assist the employee in setting some time lines or limitations
- Can you afford to allow the employee to be involved?
- Set parameters with work conflicts regarding time spent in this area.

Comments and Updates

- After each quarterly update, make entries of status
- You may use this area to annotate any challenges or changes to the goal
- When the goal is completed, enter the date you discussed the measure of success and the next steps for action.