

EMPLOYEE FEE WAIVER PROGRAM

INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP)

An Individual Career Development Plan (ICDP) is a formal plan of course work and/or development activities that will qualify an employee for a classification in the CSU. It is also a written record of understanding between the employee and the university and is intended to assist the employee in reaching short- or long-term career development goals. These goals should be mutually beneficial to the university and the employee. *Completion of an ICDP does not guarantee a promotion or reassignment to another position.*

An ICDP must be completed by all new enrollees in the fee waiver program and revised whenever there is a change in career development goals.

If your ICDP includes a degree objective, you MUST declare a major, complete the matriculation and evaluation process, and be formally admitted into the degree program.

1. Indicate highest level of education completed:
2. Degree objective, if any:
3. Briefly describe the position within the CSU which you would ultimately like to have. List any interim positions necessary to attain your overall career objectives.
4. Briefly outline the steps you plan to take to reach your stated objectives (include courses, workshops, special training activities, degree programs, and so on).
5. How will the above stated objectives mutually benefit Cal Poly and you?

Employee's printed name: _____

Employee's signature: _____

Date: _____

Supervisor's signature: _____

Date: _____

Training Manager's signature: _____

Date: _____