

# INDIVIDUAL DEVELOPMENT ACTION PLAN (IDAP)

Mentee's Name \_\_\_\_\_ Performance Period \_\_\_\_\_ to \_\_\_\_\_  
Mentor's Name \_\_\_\_\_ Date and Initials \_\_\_\_\_

## MENTEE'S BACKGROUND INFORMATION

(to be completed/updated by the mentee before each mentorship meeting)

1) Individual Mission Statement:

2) Short Term (1-6 months)

a) Goals (personal/professional):

b) Steps to Complete Goals:

3) Near Term (6-24 months)

a) Goals (personal/professional):

b) Steps to Complete Goals:

4) Long Term (24+ months)

a) Goals (personal/professional):

b) Steps to Complete Goals:

