

ISDP Guidelines and Check-Off

Employee Name: _____ Program: _____ Date: _____

Check-Off	Item	Comments
	Copy of Professional Development and Performance Evaluation Policy	
	Job description	
	Certifications & tests spreadsheet (SAC)	
	WV STARS Transcript	
	Date of program in-service and topics	
	Date of agency in-service and topics	
	Date of conference and topics	
	Date of individual or collaborative project and details	
	Disciplinary actions received in past fiscal year	
	Preparing for Conference Form is to be used to help plan the next year's ISDP. Give to employee to complete prior to conference.	
	ISDP blank form to be used to plan for next fiscal year.	
	Driver's license, insurance and registration	
	Conflict of Interest	
	Personal Devices Agreement	
Originals of these items must be forwarded to Human Resources		
	ISDP for current year- reviewed by supervisor, signed and dated	
	Employee Evaluation for current year- prepared by supervisor, signed and dated	
	Employee Self-Evaluation for current year- prepared by employee, signed and dated (optional)	
	Copy of page 1 of ISDP for new fiscal year	
Employees may comment in designated areas on Employee Evaluation		
Copy of ISDP and Evaluation are to be placed in individual's portfolio		