# Overview:

The Professional Series Level 1 (P1) is available as a **short-term training position** whereby departments may hire entry-level professionals with limited prior experience with the expectation that they will acquire the skills and knowledge necessary to perform more advanced work following an agreed upon time in position, through a defined training and development plan. These positions are expected to advance to the P2 level within 6-18 months, and an Individual Development Plan is required, providing clear training milestones for the employee to learn and demonstrate essential proficiencies required for the job.

# Job Descriptions:

All P1 job descriptions must include a statement in the *Special Conditions of Employment* section clearly identifying the training provided and the proficiency goals required to meet the P2 level within a defined period of time.

Example: “Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time (up to 18 months) in the position, through a defined training and development plan.”

At the time of hire, an Individual Development Plan outlining the training plans, learning goals, proficiency expectations, and timeline for meeting goals should be provided to the employee.

# Individual Development Plans (IDP):

Individual Development Plans are a guide to be leveraged throughout the P1 appointment to monitor training progress and identify proficiencies required for advancement to the P2 level. IDP documents should contain:

* Short-term goals to evaluate if training goals are being met during the probationary period.
* Long-term goals to evaluate if proficiencies are being met to advance to the P2 level.
* Descriptions of development activities, expected outcomes and results, target dates, and ongoing progress/status checks.

# Check Points:

The Supervisor/Manager should review the IDP with the employee at regular intervals to identify when goals are being met, address any deficiencies, and adjust any training plans as necessary. The following is a recommended timeline:

|  |  |  |
| --- | --- | --- |
| Major Check Point | Meets All Goals | Does Not Meet All Goals |
| **3 Months**  Probationary Mid-point Evaluation  Update IDP | Employee continues to train.  Remains on probationary status. | Probationary employee may be separated (work with ELR). |
| **6 Months**  Formal Evaluation – End of Probation  Update IDP | Employee continues to train.  Employee converted to non-probationary status. | Probationary employee may be separated (work with ELR). |
| **6-12 Months**  Evaluation – Prep to Appoint to P2  Update IDP | Employee continues to train toward P2 proficiencies.  OR  Employee promotes to P2 level once all proficiencies are met. | Work with employee on deficiencies; move into disciplinary action procedures per PPSM guidelines (work with ELR) if employee continues to fail to meet proficiency requirements. |
| **12-18 Months**  Must Appoint to P2 by 18 Months |

# P1 P2 Individual Development Plan (IDP) Form Instructions:

**Employee Name**, **Department**, **Current Title (P1)**, and **Probationary Status Ends** (date) fields are completed by the department at the time of hire.

**Readiness at the P2 level Demonstrated On** field should be completed on the date that all proficiencies to meet the P2 level have been demonstrated, and an action to reclassify the position into the new title has been submitted in OACIS.

**P2 Level Proficiencies: (Demonstrates readiness at the P2 level)** should clearly identify the main proficiencies and expectations of the role at the P2 level. *For Example, to meet the Research & Development Engineer 2 level, an incumbent is expected to “design and prepare engineering plans and specifications of moderate complexity for novel lab equipment & instruments with general supervision.”*

For each required proficiency, there should be one or more corresponding **Development Activity** and **Expected Outcome**.

The **Development Activity** could be “*Works under the direct guidance of supervisor to learn engineering principles and methods to design and prepare engineering plans and specifications.*”

The **Expected Outcome** could be “*The incumbent demonstrates working knowledge of engineering principles and methods, independently developing professional engineering designs and schema.*”

The **Required to Pass Probation Y/N** field indicates if this proficiency must be mastered prior to the end of the employees’ probationary period. If yes, the supervisor would need to work with Labor to either release the employee prior to the end of the probationary period or extend the probationary period, if these proficiency goals were not met within the defined timeframe.

The **Milestone Target Date** is the anticipated date where the proficiency is to be achieved.

The **Achieved Date** is the actual date when the proficiency is achieved.

The **Resources** field is where any development and training resources may be listed. *E.g. Lynda.com trainings, conferences, workshops, etc.*

The **Supervisor Notes** are for any other notes or comments relevant to the IDP, such as reference to any other applicable materials like a training schedule or timeline.

The **Signature** lines should be signed at the time the employee is hired and the IDP and training plans are discussed.

***A signed IDP should be submitted to HR Compensation no later than the new hire’s start date***. Please contact your Compensation Analyst if you need assistance in completing the form.

# Completion of Training Period:

Once the training period has ended and all proficiencies have been met, the department should submit a reclassification request via OACIS to move the position to the P2 level, and the completed IDP should be uploaded as an attachment to the reclass action.

The final effective date of an approved reclass is the first day of the pay period following receipt of a complete request.