

Employee Development Worksheet

Name:
Jane Sample

❶ Development Area		❷ How does this impact job performance?
Recruiting entry-level employees		<ul style="list-style-type: none"> Our recruiter can't keep up with open jobs by herself, so Jane's help will save us money on temp agencies or contract recruiters. Learning recruiting skills will help Jane progress in her HR career.
❸ Current Performance	❹ What is the gap?	❺ Goal Performance
<p>Jane is currently able to perform many of the essential recruiting functions to hire entry-level employees:</p> <ul style="list-style-type: none"> Selects applicants to interview Phone screens applicants Prepares offer letters based on the offer made by the recruiter or hiring manager. Completes new hire paperwork with new hires. 	<p>Knowledge:</p> <ul style="list-style-type: none"> Our best sources of candidates Behavioral interview questions used for each position Company guidelines for entry-level compensation <p>Skills/Abilities:</p> <ul style="list-style-type: none"> How to write and post a job ad How to make a hiring recommendation <p>Other Factors:</p> <p>Jane has experience conducting behavioral interviews with a previous employer.</p>	<p>Jane should be able to perform all of the essential recruiting functions to hire entry-level employees.</p> <ul style="list-style-type: none"> Create and implement strategies to solicit applicants for open positions. Select applicants to interview Phone screen applicants Conduct initial face-to-face interview Assist hiring managers with making hiring decisions. Prepare offer letters for applicants in consultation with the hiring manager. Complete new hire paperwork with new hires.
❻ Development Action Plan		
Action	Resource/Help Required	Date Due
Recruit for next month's openings. Work with the recruiter to write and post ads.	<ul style="list-style-type: none"> Mentoring time from recruiter 	February 15
Team interview. Conduct three behavioral interviews with assistance from the recruiter to verify Jane's skill level.	<ul style="list-style-type: none"> Mentoring time from recruiter List of behavioral interview questions 	February 22
Employee selection. Consult with the hiring manager to recommend candidates to hire for open positions. Prepare offers using company guidelines for entry-level compensation.	<ul style="list-style-type: none"> Mentoring time from recruiter Company guidelines for entry-level compensation 	February 28