

Employee Development Worksheet

Name:
Jane Sample

① Development Area	② 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. 	
④ Current Performance	⑤ What is the gap?	③ 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.
⑥ 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