



**NORTH POINT
MINISTRIES**

Personal Development Plan (PDP)

Year-End Version (November - December)

The PDP is a developmental tool that provides an opportunity to build the manager-employee relationship through the exchange of feedback. The PDP facilitates an evaluative conversation that culminates in a relevant and actionable plan for the employee's development that is executed in partnership between the manager and employee. It is to be used twice a year by managers with all employees.

HELPFUL LINKS:

[Purpose](#)

[Process Overview](#)

[Detailed Instructions](#)

Employee's Name:	<i>Type name here.</i>
Manager's Name:	<i>Type name here.</i>
Multi-Campus Director's Name (if applicable):	<i>Type name here.</i>
Campus/Area:	<i>Type campus and area here.</i>
Hire Date:	<i>Type date here.</i>
Date:	<i>Type date here.</i>

Please type only in the gray boxes provided.

Job Responsibilities

This section provides an opportunity for the manager and employee to review the employee's job responsibilities. For this section, please have the employee's job description available.

Are you clear on what is expected of you? What is a win for you in your position?

Type comments here.

Have there been any changes in your job over the last 12 months? If so, what are they? Are they reflected in your job description? **[NOTE: If necessary, please take the time to update the job description document and attach the updated version along with the completed and approved PDP when sending to HR.]**

Type comments here.

The rating scale below provides an opportunity to examine one to three aspects of an employee's job description and to review his/her performance in that area. For each job responsibility evaluated, please include comments. Citing specific examples will be helpful.

	Unacceptable	Needs Attention	Doing A Good Job	Exceeds Expectations	Best I've Seen
	1	2	3	4	5
<i>Type an aspect of the employee's job description here.</i>					
<i>Type an aspect of the employee's job description here.</i>					
<i>Type an aspect of the employee's job description here.</i>					

Comments:

Type comments here.



Please type only in the gray boxes provided.

Core Competencies

The purpose of this section is to evaluate the employee's job performance in a variety of areas. In the tables below, simply type an "x" in the appropriate box in each row. For any area that requires explanation, please include comments and cite specific examples.

Business Etiquette –

	Unacceptable	Needs Attention	Doing A Good Job	Exceeds Expectations	Best I've Seen
	1	2	3	4	5
Dresses in proper business attire					
Exhibits appropriate grooming and hygiene habits					
Interacts appropriately with other staff and customers					

Comments:

Type comments here.

Stewardship –

	Unacceptable	Needs Attention	Doing A Good Job	Exceeds Expectations	Best I've Seen
	1	2	3	4	5
Uses resources (human, financial, etc.) effectively & efficiently					
Plans effectively for budget needs					
Meets budget expectations					

Comments:

Type comments here.

Interpersonal Communication –

	Unacceptable	Needs Attention	Doing A Good Job	Exceeds Expectations	Best I've Seen
	1	2	3	4	5
Expresses ideas and thoughts verbally and in written form					

Exhibits good listening and comprehension skills					
Keeps others adequately informed					
Selects and uses appropriate communication methods					

Comments:

Type comments here.

Service –

	Unacceptable	Needs Attention	Doing A Good Job	Exceeds Expectations	Best I've Seen
	1	2	3	4	5
Displays courtesy and sensitivity					
Manages difficult or emotional customer situations					
Responds promptly to client (internal & external) needs					
Solicits client feedback to improve service					

Comments:

Type comments here.

Teamwork –

	Unacceptable	Needs Attention	Doing A Good Job	Exceeds Expectations	Best I've Seen
	1	2	3	4	5
Puts success of the team above own interests					
Balances team and individual responsibilities					
Contributes to building a positive team spirit					

Comments:

Type comments here.

Approachability –

	Unacceptable	Needs Attention	Doing A Good Job	Exceeds Expectations	Best I've Seen
	1	2	3	4	5
Exhibits openness to others' views					
Gives and welcomes feedback					
Creates a safe environment for others					

Comments:

Type comments here.



Please type only in the gray boxes provided.

Managerial Competencies (if applicable)

This section is not relevant for all employees. It is designed to evaluate managerial competencies for those employees who have other staff members reporting to them. This section may also be used for those employees who oversee volunteers. In the tables below, simply type an "x" in the appropriate box in each row. For any area that requires explanation, please include comments and cite specific examples.

What are your strengths and weaknesses in managing others?

Type comments here.

Are the relationships experienced on your team worth replicating? If yes, please describe? If not, what can we do about it?

Type comments here.

Valuing the Team – evaluating the building of a team

	Unacceptable	Needs Attention	Doing A Good Job	Exceeds Expectations	Best I've Seen
	1	2	3	4	5
Clearly defines roles and expectations					
Maximizes the strengths and experience of team members					
Recognizes and celebrates successes					
Makes personnel decisions with attention to team dynamics					
Fosters an enjoyable and productive culture					

Comments:

Type comments here.



Please type only in the gray boxes provided.

Employee Observations

The purpose of this section is to give the employee an opportunity to offer feedback to his/her manager.

What changes would you suggest to help our team function better overall?

Type comments here.

As your manager, what can I do to help you be successful?

Type comments here.



Please type only in the gray boxes provided.

Additional Areas of Discussion

The PDP is not designed to be exhaustive, and the year-end version (November-December) is not comprehensive. The purpose of this section is to both plan for additional questions or areas of discussion in preparation for the conversation and to document additional areas of discussion during or after the PDP conversation.

Type any additional areas of discussion here.



Please type only in the gray boxes provided.

Development Plan

The purpose of this section is to narrow the focus to one to three things – both strengths and opportunities – on which the employee will direct his/her attention over the coming months. It is the most critical section of the PDP. A resource has been developed that provides [several sample development plans](#).

1. Growth Area:	<i>Type a growth area here.</i>
------------------------	---------------------------------

What would be a win for you in this growth area?

<i>Type win here.</i>

List the clear and attainable next steps that you as the employee will take to grow in this area.

i.	<i>Type a next step here.</i>
-----------	-------------------------------

ii.	<i>Type a next step here.</i>
------------	-------------------------------

iii.	<i>Type a next step here.</i>
-------------	-------------------------------

iv.	<i>Type a next step here.</i>
------------	-------------------------------

List the clear and attainable next steps that you as the manager will take to help your employee grow in this area.

i.	<i>Type a next step here.</i>
-----------	-------------------------------

ii.	<i>Type a next step here.</i>
------------	-------------------------------

iii.	<i>Type a next step here.</i>
-------------	-------------------------------

iv.	<i>Type a next step here.</i>
------------	-------------------------------



Please type only in the gray boxes provided.

2. Growth Area:	<i>Type a growth area here.</i>
------------------------	---------------------------------

What would be a win for you in this growth area?

<i>Type win here.</i>

List the clear and attainable next steps that you as the employee will take to grow in this area.

- | | |
|-------------|-------------------------------|
| i. | <i>Type a next step here.</i> |
| ii. | <i>Type a next step here.</i> |
| iii. | <i>Type a next step here.</i> |
| iv. | <i>Type a next step here.</i> |

List the clear and attainable next steps that you as the manager will take to help your employee grow in this area.

- | | |
|-------------|-------------------------------|
| i. | <i>Type a next step here.</i> |
| ii. | <i>Type a next step here.</i> |
| iii. | <i>Type a next step here.</i> |
| iv. | <i>Type a next step here.</i> |



Please type only in the gray boxes provided.

3. Growth Area: *Type a next step here.*

What would be a win for you in this growth area?

Type win here.

List the clear and attainable next steps that you as the employee will take to grow in this area.

- | | |
|------|-------------------------------|
| i. | <i>Type a next step here.</i> |
| ii. | <i>Type a next step here.</i> |
| iii. | <i>Type a next step here.</i> |
| iv. | <i>Type a next step here.</i> |

List the clear and attainable next steps that you as the manager will take to help your employee grow in this area.

- | | |
|------|-------------------------------|
| i. | <i>Type a next step here.</i> |
| ii. | <i>Type a next step here.</i> |
| iii. | <i>Type a next step here.</i> |
| iv. | <i>Type a next step here.</i> |



Please type only in the gray boxes provided.

Follow-Up

To gauge progress, plan additional next steps, and make adjustments if necessary, let's follow up on:

Type the date and time here.

The parties below acknowledge that this document fairly represents the PDP conversation held between the noted parties and is kept by HR for documentation purposes.

Name	Position	Date
<i>Employee: Type your name here.</i>	<i>Employee: Type your position here.</i>	<i>Employee: Type the date here.</i>
<i>Manager: Type your name here.</i>	<i>Manager: Type your position here.</i>	<i>Manager: Type the date here.</i>
<i>Multi-Campus Director (if applicable): Type your name here.</i>	<i>Multi-Campus Director: Type your position here.</i>	<i>Multi-Campus Director: Type the date here.</i>

FINAL STEPS:

1. Once the employee and manager have set a time and date for follow-up and have completed and approved the document, the manager is to create a .pdf version of the document. To create a .pdf file, select "Download as" from the Google doc "File" menu.
2. The manager is then to attach the .pdf of the PDP document in an email to HR. The manager should also store the file for his/her own records and provide the file to the employee and multi-campus director (if applicable).
3. If necessary, please take the time to update the employee's job description document and attach the updated version along with the completed and approved PDP when sending to HR.



Please type only in the gray boxes provided.