

People Development Form

Employee Name: _____

Date: _____

Supervisor: _____

I. General Data

1. Position: _____
2. Personality Type: _____
3. Strengths:
4. Weaknesses:

II. Position and Personal Development

1. What are this person's greatest contributions to the team?
2. How could they enhance those strengths so they're more effective?
3. What skills or abilities does this person need to develop in order to get to the next level?
4. What knowledge do they need to acquire to get to the next level?
5. What misbeliefs or mental limitations do you perceive they need to work on to perform at a higher level?
6. Are there any character or commitment issues they need to address?
7. What emotional or attitudinal issues do they need to work on to perform at a higher level?

III. Team Development

1. How would you evaluate this person as a team player?

2. Where do they strongly reflect the mission, vision, values and culture of this company?
3. Where are they weak on reflecting the mission, vision, values and culture of this company?
4. Are there any interpersonal or relational issues that you perceive they need to work on to perform at a higher level?
5. Where do you see them on the team three to five years from now?

IV. Developmental Plan

1. Based on all of the above information, what are the top three to five things that you think this person needs to work on this year.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
2. What do you think might be helpful for them to do to improve in those areas?
3. What resources can you provide or help them acquire to make these changes?
4. How will you personally help them develop in these areas?
5. What kind of accountability system do you want to put in place to ensure that these things do happen this year?