

PERSONAL DEVELOPMENT PLAN

For each of the key Talent Manager Coordinator accountabilities listed below, highlight if the item is a strength you currently possess and can capitalize upon or if it is an opportunity for continuous improvement. It may be helpful to reference the HR *Division of Labor Client Services* document.

If it is a strength, note specifically how you will plan to use it in the next 90 days to achieve your goals. If it is an opportunity, identify a specific development goal by stating what you would like to learn. Keep in mind SMART goal attributes (specific, measurable, attainable, realistic and time-bound). Knowing these goals can help to identify specific *Staffing Management* training sessions of interest. It may also be helpful to share these with your manager as part of an ongoing development planning process.

Key Accountabilities from the HR Division of Labor	Strength	OR	Opportunity for Improvement
Create Postings Based Upon Job Requirements and Unit Needs (OHS & External Sources)		OR	
Review Resumes & Conduct Phone Screens		OR	
Interview Candidates		OR	
Perform Background Checks and Reference Checks		OR	
Coordinate Temporary & Student Staffing		OR	
Conduct New Hire Orientation & Prepare Onboarding Schedules		OR	
Track Talent Management Metrics		OR	
Conduct Exit Interviews		OR	

