

HR Team Membership

Team Professional Development Goal Worksheet

Date: _____

Organization: _____

Self-Assessment

Rate your team's current HR skills and competencies on a scale of 1-5, with 1 being low and 5 being high:

Recruitment and Staffing: / 5

Employee Relations: / 5

Training and Development: / 5

Compensation and Benefits: / 5

HR Compliance and Regulations: / 5

Conflict Resolution: / 5

HR Technology and Analytics: / 5

Communication Skills: / 5

Other (Specify): / 5

Check Areas for Development

- Recruitment and Staffing
- Employee Relations
- Training and Development
- Compensation and Benefits
- Other (Specify): _____
- HR Compliance and Regulations
- Conflict Resolution
- HR Technology and Analytics
- Communication Skills



Team Professional Development Goals



Short-Term Goals (3-6 months)

Identify specific HR team professional development goals individuals should achieve within the next 3-6 months. Ensure they are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).

What (Include HR topic, meeting type, # of meetings, resources acquired)	Who (note the individuals name)	When	Definition of Success (describe what successfully building competency in this area look like)

Medium-Term Goals (6-18 months)

Identify broader HR professional development goals you want to achieve over the next 1-3 years. Make sure they are SMART.

What (Include HR topic, meeting type, # of meetings, resources acquired)	Who (note the individuals name)	When	Definition of Success (describe what successfully building competency in this area look like)

Identify broader HR professional development goals you want to achieve over the next 1-3 years. Make sure they are SMART.

Progress Tracking

Determine how you will track your team member's professional development goals. Communicate your monitoring plan to your team.

Progress Tracking Plan:

- Monthly Check-Ins with HR Manager
- Quarterly Review of HR Projects and Achievements as a Team
- Certification Completion Dates

