



JUMP
RECRUITS

Personal Development Plan

Assessment
and Worksheet

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SECTION 1: INTRODUCTION AND OVERVIEW

Introduction and Overview

What is A Personal Development Plan?

It is a document that allows you to assess your current abilities against where you want to be with the goal of establishing a clear roadmap to improving your personal and/or professional life.

Why Do I Need One?

Because we never stop growing and your development should be the responsibility of your managers or anyone else.

Why Did We Create This?

We developed this personal dev. plan so that everyone has the opportunity to be honest with themselves, without being subjected to unwanted criticism (we talkin bout your manager lol).

Objective

By the end of this workbook, you will be better able to:

- Pinpoint professionally what areas you excel in and additionally what areas you need to work on.
- Curate your personal brand.
- Define A clear vision of where you want to be in life.
- Better understand the skills you need to achieve your vision.
- Understand A clear idea of what you want to achieve and how different your current self is from your goal.
- Gain A structured level of priority for each area of development.
- Regularly assess yourself moving forward to assure your development is on track.

SECTION 2: SKILLS ASSESSMENT



1. Skills Assessment

Type either 1,3 or 5 that best describes your current skill level in the empty box in each row. At the end of the assessment, you will take your total score and match it against the rubric to see what stage of development you are in.

Skill Set	1.Unacceptable	3. Meets Standard	5. Outstanding	
Drive	Unwilling to push boundaries, is aloof or too removed, will not work more than they are required	Satisfied with short term wins, Operates effectively within the realm of existing problems and solutions	Is drawn to difficult challenges and is motivated to win, is not deterred by obstacles, strives to achieve best outcomes	
Accountable	Sees problems/issues as highly unpredictable and unfortunate events, Will not take on more responsibility outside of assigned scope, Expects team members to sense their own expectations without being informed of them	Works to address problems/ issues; Seeks guidance and input regarding expectations, Will assume responsibility if assigned	Deals with potential problems/issues with ease and takes swift, appropriate action, Volunteers to take responsibility and follow-throughs in commitments. Can reconcile different expectations between multiple stakeholders.	
Learner	Content with current interests, Asks to ask, not to listen, Knowledge gained isn't integrated into life or contemplated, Has trouble abstracting knowledge for practical use	Actively seeks new knowledge, Seeks answers from preferred sources, values traditional ways of knowing	Is not dismissive of any opportunities for knowledge acquisition, Asks questions to enable self and others, Values non-traditional knowledge, Holds onto insights even when they're not directly applicable	
Authentic	Reflects only in moments of failure, Lacks a practice of reflection, Lacks personal integrity, Is not humble, open or transparent	Has a standard practice of reflection, Shows consistency in words and actions, demonstrates values, Shows humility when mistakes are made, is open to other ideas and thoughts	Improvement and reflection is a standard practice, Will make personal sacrifices to uphold integrity, Is transparent with mistakes, Shows humility in mistakes and wins, Inspires humility in others	
Giver	Feels too overburdened to help others, Perceives information/ knowledge as a competitive advantage and protects it for their own use	Has a desire to help others, Makes the team a priority, Consistently shares information/knowledge	Naturally prioritizes the team, Empowers others to help themselves. If they can't help, they know who can and will point in the right direction, Overcomes barriers to provide valuable information to others	
Agile	Is rigid and stubborn, Loses composure under pressure, Has trepidation of the unfamiliar	Is open to new and ideas and approaches, Maintains composure under pressure, Interested in exploring new territories	Seeks out and embraces change, Thinks quickly on their feet and prevails under pressure, Values new possibilities over basic familiarity	
Judgment	Has trouble prioritizing daily work, Doesn't know what details to look for, Indecisive or makes a poor decision when faced with tough judgment call	Can balance assumptions and information to validate risks and rewards. Wants to make best decision, but wastes energy pursuing perfection. Listens to opinions of others, but doesn't wisely choose opinions to follow	Adept at understanding and contextualizing risks and rewards, Can make a decision even knowing it may not be the perfect one, Can provide logic and reason for the basis of their decisions	

Skill Sets	1. Unacceptable	3. Meet Standards	5. Outstanding	
Self-Awareness	Often feel constantly off-kilter, anxious, or angry. They usually can't even pinpoint what really upsets them half the time.	Aware of their emotions and weaknesses but unwilling to do anything about it.	Knowing your emotions, your personal strengths and weaknesses, and having a strong sense of your own worth.	
Leadership	Are either not clear on what matters or simply not able to able-willing to rule some stuff out. Ineffective leaders suck at communicating what matters.	Ability to delegate and share responsibilities to increase the productivity and performance of their team and business.	Motivates and empowers individuals on a team to take ownership and feel confident in their work.	
Teamwork	Creates excessive conflict and the inability of teams to work together.	Does only their part without contributing anything else or helping others finish their part.	Allow you to operate well in a group setting in the workplace to quickly and effectively accomplish tasks.	
Communication	Doesn't exchange information positively and successfully, which can lead to confusion, frustration, conflict and low morale.	Relays information once without making sure your message is received/interpreted well.	Creates a successful flow of information by listening to others, as well as successfully relaying their own ideas and opinions.	
Resourcefulness	Un-able to deal skilfully and promptly with new situations, difficulties and challenges in an emotionally intelligent fashion.	Ability to solve problems with tools at hand but unable to delegate and see what needs to be done first.	Thinks outside the box and visualize all the possible ways to achieve things.	
Connector	Has trouble relating to others, Is not concise, Doesn't adapt style/message to audience, Lacks social filter, Looses track of thoughts, Gets distracted Cannot capture and hold audience attention	Makes a strong first impression and displays positive non-verbal cues, Is concise and a thoughtful communicator	Speaks from the heart and makes a lasting impression, is magnetic, Uses language to paint a picture, Uses storytelling to make an impact	
Total Score				

Stages of Development

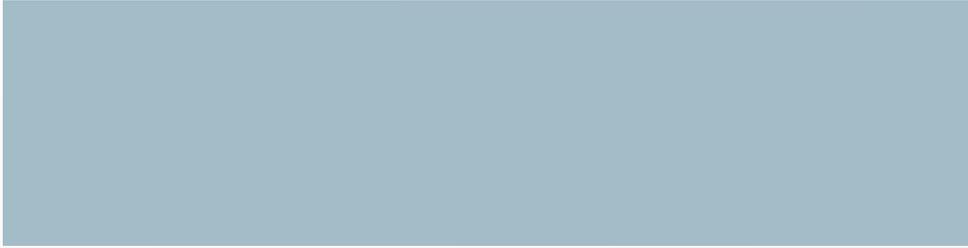
Scoring Range	Definition
1-18 "You're Crawling"	You're currently crawling in your development. In this stage, you need to put intense focus in areas that you did not "meet standards" for. It is imperative that you focus your development in these areas first, so that they do not hinder your overall progression.
19-30 "You're Walking"	You're currently walking in your development. In this stage, it is apparent that you have a good foundation of skills in which to improve upon. Your focus for development should be on the 3-5 skills that will aid in the current success of the role you are in today
30-65 "You're JUMPing"	You're currently JUMPing in your development. In this stage, You are pretty much living your best life, but you can always jump higher. At this point, your focus should be polishing the 3-5 skills that will position you for your next opportunity.

SECTION 3: DEVELOPING YOUR ACTION PLAN

A woman with long dark hair, wearing glasses, a light blue button-down shirt, and a dark blue blazer, is sitting at a dark desk in a modern office. She is smiling and looking at a laptop. Her right hand is raised, holding a pen as if she is about to write. On the desk, there is a laptop, a keyboard, a mouse, a smartphone, and a pair of glasses. The background is a blurred office space with other people and modern lighting.

2. Short-Term Goal(personal or professional)

- What are your short term goals?



- What can you do in the next 6 months to reach these goals?



- What can you do in the next 12 months to reach these goals?



3. Long-Term Goal

- What are your long term goals?



- What can you do in the next 18 months to reach these goals?

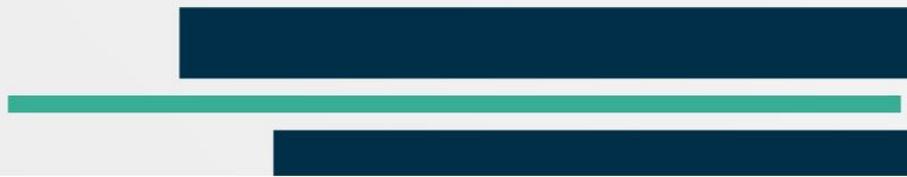
- What can you do in the next 24 months to reach these goals?

4. Career Plan - For your next opportunity

- What 3-5 areas from the assessment do you need to improve in, to obtain your next opportunity?

5. Action Plan

- Using the information from your short-term goal, list the top 3 actions you will take to achieve that goal.



- Using the information from your long-term goal, list the top 3 actions you will take to achieve that goal.

6. Progress/Assessment/ Checkup

- 6 Month Checkup

- Are you on track to reach your short-term goals? Yes No

- If not, what do you need to do to get there?

Post your progress and tag us in [@jumprecruits](#) , along with [#NEVERSTOPJUMPING](#)



**Congratulations,
for taking your development into your
own hands!**

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Have Questions?

Email us at info@jumprecruits.com