

# Career Development: HR Generalist

## Human Resources Generalist Development Goals

As you plan and prepare for your career development, you will want to identify areas for growth. Review your performance evaluations, talk with your supervisor, and learn about the requirements and expectations for your next position.

Use the following development goals to help you prioritize your professional development. Print out this document and rate yourself first. Then you may want to sit down with a colleague or your supervisor and ask for their assessment of your knowledge and skills in these areas.

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### Entry Development Goals

Use this tool to identify areas of strength and areas for growth.

1= Low skill or confidence. Development is needed.

5 = Able to teach others. Minimal development is needed at this time.

Knowledge of HR concepts, policies, and procedures

1      2      3      4      5

Analytical, active listening, and critical thinking skills

1      2      3      4      5

Written and verbal communication skills

1      2      3      4      5

Ability to handle sensitive and confidential information

1      2      3      4      5

Ability to address charged situations

1      2      3      4      5

Knowledge of core software programs and systems

1      2      3      4      5

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For a more detailed resource to guide your development planning by competency, use the [Human Resources Competency Self-Assessment](#).

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## Experienced Development Goals

Use this tool to identify areas of strength and areas for growth.

1= Low skill or confidence. Development is needed.

5 = Able to teach others. Minimal development is needed at this time.

Advanced knowledge of HR concepts, policies, and procedures as well as campus initiatives relating to HR

1      2      3      4      5

Advanced knowledge of business unit

1      2      3      4      5

Advanced analytical, active listening, and critical thinking skills

1      2      3      4      5

Ability to assess and manage risk

1      2      3      4      5

Supervisory and coaching skills

1      2      3      4      5

Advanced written and verbal communication skills

1      2      3      4      5

Ability to exercise sound judgment

1      2      3      4      5

Ability to handle sensitive and confidential information

1      2      3      4      5

Advanced ability to diffuse charged situations

1      2      3      4      5

In-depth knowledge of core and related software programs and systems

1      2      3      4      5

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For a more detailed resource to guide your development planning by competency, use the [Human Resources Competency Self-Assessment](#).

# Career Development: HR Generalist

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## Expert Development Goals

Use this tool to identify areas of strength and areas for growth.

1= Low skill or confidence. Development is needed.

5 = Able to teach others. Minimal development is needed at this time.

Deep knowledge of complex HR concepts, policies, and procedures

1      2      3      4      5

Ability to develop and manage budgets and resources

1      2      3      4      5

Advanced supervisory and leadership skills

1      2      3      4      5

Ability to create an inclusive work environment

1      2      3      4      5

Ability to make decisions regarding hiring, evaluating, and developing direct reports

1      2      3      4      5

Ability and experience in setting and achieving unit goals

1      2      3      4      5

Ability to design and conduct training and to develop and teach best practices

1      2      3      4      5

Expert ability to diffuse highly charged situations

1      2      3      4      5

Broad business knowledge

1      2      3      4      5

Ability to set strategic direction for a unit

1      2      3      4      5

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