# **Sample** Professional Development Assessment Tool

| Professional Development Assessment Tool | | | | | |
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| Core Competencies for Afterschool Staff: | | | | | |
| Overview: This simple form can be used to assess line staff performance with respect to the core competencies.  The form uses a 360 approach including self, supervisor and staff assessment on all core competency areas.  Some organizations may choose to only include the self and supervisors ratings.  This tool can be used by supervisors as an initial assessment for their team in order to develop individual professional development plan as well as determine what training or development is needed as a team. | | | | | |
| *The competencies with an asterisk (\*) have been recommended as baseline competencies.  The other competencies are recommended for staff who have mastered the baseline competencies.* | | | | | |
| Rating Scale: Exceeds Expectation (4), Meets Expectations (3), Needs Improvement (2), Unsatisfactory (1) | | | | | |
| **Policy and Procedures** | Self | Supervisor | Staff | Total | PD Recommendation |
| 1s) Maintains accurate program records and follows reporting procedures* | | | | | |
| 2s) Ability to establish and implement effective administrative policies and procedures, as appropriate* | | | | | |
| 3s) Ability to establish and implement effective financial policies and procedures, as appropriate * | | | | | |
| **Staff Support and Program Management** | Self | Supervisor | Staff | Total | PD Recommendation |
| 4s) Ability to successfully manage program staff* | | | | | |
| 5s) Ability to recruit high-quality staff and volunteers* | | | | | |
| 6s) Ability to engage, and support afterschool staff in implementing program activities to achieve program goals* | | | | | |
| 7s) Ability to connect and relate to youth | | | | | |
| 8s) Strives for self-improvement | | | | | |
| 9s) Ability to promote the professional growth and development of program staff | | | | | |

| Community and Collaboration | Self | Supervisor | Staff | Total | PD Recommendation |
|---|---|---|---|---|---|
| 10s) Advocates for the participants' needs, providing referral information when appropriate* | | | | | |
| 11s) Ability to support long-term sustainability through collaborative relationships and fundraising* | | | | | |
| 12s) Has a working knowledge of and abilities to use resources within the broader community | | | | | |
| Program Design and Improvement | Self | Supervisor | Staff | Total | PD Recommendation |
| 13s) Ability to design program activities that support program goals and incorporate needs and interests of program participants, their families and the broader community* | | | | | |
| 14s) Ability to articulate within the organization and to external stakeholders the program's mission and goals, and how program activities align to them. | | | | | |
| 15s) Ability to gather and review data and conduct evaluations for timely program improvement | | | | | |