



Individual Development Plan

Date: 12/2/2019

Employee Name	Anas Inam	Team Manager:	Urooj Alfred
Designation:	Collection Officer		
Employee I.D:	APD-0144		
Date of Joining:	11/26/2018		

<u>TARGET</u>				
	Last Three Months	1 st	2 nd	3 rd
ASSIGNED		\$10,000	\$15,000.00	\$16,500
ACHIEVED		\$6,516	\$1,100	\$2,000

<u>Current Month Performance :</u>				
		ASSIGNED	ACHIEVED	
		\$22,500	\$0	

STRENGTHS WORKWISE		Good	
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Current Issues:

Not making efforts in right direction
Making excessive calls
Focusing on limited files

Recommendations/Solutions:

I have reviewed the files with him and explained him to put efforts in right direction in order to get the fruitfull results
He need to stop making calls on the same files. Dialing the same adjuster over and over again can ruin the reputation and decrease the chances of settlements
Do not repeat the Mrns daily. Work on different files which will increase the opportunity.

Collector Signature

[Handwritten Signature]
12/2/2019

Manager Signature

[Handwritten Signature]