

## My Personal SWOT Analysis

1. What critical competencies does my job require?

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2. To what extent do I fulfill them? How have I demonstrated these competencies?

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3. What were my specific accomplishments during this appraisal period?

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4. Which goals or standards did I fall short of meeting?

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5. How could my supervisor help me do a better job?

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6. Is there anything that the organization or my supervisor does that hinders my effectiveness?

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7. What changes would improve my performance?

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8. Does my present job make the best use of my capabilities? How could I become more productive?

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9. Do I need more experience or training in my present job? How could that be accomplished?

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10. What have I done since my last appraisal to prepare myself for more responsibility?

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11. What new goals or targets should be established for the next appraisal period?

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12. Which old goals need to be modified or deleted?

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