

## CAREER NEEDS ANALYSIS

### YOUR CURRENT POSITION IN YOUR ORGANISATION

- What key abilities does my job require?
- To what extent have I developed them?
- What do I like best about my job? Least?
- How could my manager help me do a better job?
- Does my present job make the best use of my capabilities? How could I become more productive?

### YOUR INDIVIDUAL NEEDS

- Am I happy with the ratio of my private / work time?
- Am I content with the time it takes me to get to and from my place of work?
- Do I have aspirations to live and work in another town / country?
- What personal goals do I wish to pursue outside work, do I have space and time for these?

**YOUR TRAINING GOALS**

- Do I need more experience or training in any aspect of my current job? How could this be accomplished?
- What development or training opportunities do I need to qualify me for my next position?
- What new goals and standards should be established for the next appraisal period? Which old ones need to be modified or deleted?

**YOUR LEVEL OF AMBITION**

- What do I expect to be doing five years from now?
- What have I done since my last review to prepare myself for more responsibility?

**YOUR EARNINGS TARGET**

- How do I perceive my pay compares with the work I do?
- What are my salary expectations for
  - the short-term
  - the mid-term
  - the long-term

**YOUR PREFERRED WORK ENVIRONMENT**

- Is there anything that the organisation or my supervisor does that hinders my effectiveness?