

	<b>Individual SWOT Analysis</b>	
	<b>Name:</b>	
	<b>Title:</b>	
	<b>Department:</b>	
	<b>Date:</b>	
	<b>Manager:</b>	

**This appraisal is intended to formally capture previous year performance and current/upcoming year Goals.**

**Process:**

1. Reviewer and employee schedule time to meet.
2. The Reviewer completes this form during the meeting with employee. Estimated time = 1 hour.  
Include discussions about previous goals and progress.
3. Reviewer turns in this form to HR after meeting with the employee.
4. Reviewer and employee continue to work together on progress.

**Individual SWOT Analysis:** *This analysis process is used to capture information about the employee's internal strengths and weaknesses, as well as external opportunities and threats. To get in the right mindset of completing a S.W.O.T. analysis, the employee and the manager will think about the employee's career like a business and the employee as the business owner.*

**Strengths.** "To help you understand your strengths, picture yourself as a competitive product. A personal strength is an asset to you as a product and can be used to differentiate yourself from others when interviewing or seeking your next promotion. A few examples of strengths: project management skills, ability to improve or reengineer processes, computer programming skills, experience presenting to large audiences, proven success achieving annual sales quotas."

Manager with Employee: "What are your strengths?"

**Weaknesses.** "A personal weakness is a liability or an area for growth. These are characteristics you could improve to increase future job opportunities. A few examples of weaknesses: disorganized, tendency to procrastinate, poor at time management, uncomfortable speaking in front of groups, have never led a project or team, outdated computer skills."

Manager with Employee: "What are your weaknesses?"

**Opportunities and Threats.** “When thinking about opportunities and threats, it can be easier to begin with the “threats.” Try comparing yourself to people you’ll likely compete against for the job you want. Then, as objectively as possible, judge your threats (the competitive threats) and determine possible ways to overcome them (opportunities/initiatives).”

Manager with Employee: “What are your opportunities and threats?”

**Are there areas where training or coaching could further support professional development? If yes, list specifics.**

**What were the last review Goals? Summarize the progress/completion and learnings.**

- 1. *Goal #1, Timeline*
- 2. *Goal*
- 3. *Goal*

**What are 3 goals for 2023/2024? (To be agreed upon by employee & reviewer)**

- 1. *Goal #1, Timeline*
- 2. *Goal*
- 3. *Goal*

Is a follow up meeting being scheduled?

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

Record of Changes

HR-021F

Rev Level	Revision Date	Nature of Change	Reviewed by and Approved by:
Release	4/30/2019	Released	J. Smith
A	6/11/2019	Updated Goals Section	J. Smith