This document will serve as a tool for employees to build, track, and be accountable for their professional development / growth and use to collaborate with their supervisor (and/or mentor) on planning, supporting, and removing barriers.

**Employee Name**:

**Position/Title**:

**Start Date of Plan**:

**Current Job Description:**

**Personal SWOT Analysis**:

|  |  |
| --- | --- |
| **Strengths**: | **Weaknesses**: |
| **Opportunities**: | **Threats**: |

***Note****:* Refer to “About Performing a Personal SWOT Analysis” within this document.

**List Professional Goals and Aspirations**:

**Action Plan** (Specific steps or tasks to achieve goals):

|  |  |  |
| --- | --- | --- |
| **Goal / Task** | **Targeted Completion Date** | **Actual Completion Date** |
|  |  |  |
|  |  |  |
|  |  |  |

**About Performing a Personal SWOT Analysis**

*(Referred to MindTools: https://www.mindtools.com/pages/article/newTMC\_05\_1.htm)*

SWOT - short for Strengths, Weaknesses, Opportunities, and Threats – is an objective view, typically, of one’s current state of knowledge, skills, and aptitude with regards to a current role/position and a means to help plan for and advance your professional growth.

To complete each quadrant, you must answer questions as listed below:

* Strengths:
  + What do you do well?
  + What unique resources can you draw on? (What makes you uniquely suited for role/position?)
  + What do others see as your strengths?
* Weaknesses:
  + What could you improve?
  + Where do you have fewer resources than others?
  + What are others likely to see as weaknesses?
* Opportunities:
  + What opportunities are open to you?
  + What trends could you take advantage of?
  + How can you turn your strengths into opportunities?
* Threats:
  + What threats could harm you?
  + What is your competition doing?
  + What threats do your weaknesses expose you to?

Most beneficial is a conversation and collaboration with your supervisor to ensure alignment with where you are in your current role, address where improvements are needed, and prepare for a future role, if applicable.