
Part III: Accomplishments, Strengths and areas for improvement:

1. Define your most significant accomplishments, contributions and/or successes during the past performance cycle.
2. Have you performed any new tasks or additional duties outside the scope of your regular responsibilities?
3. Describe any job duties or goals where you had difficulty. Include why they were difficult and what may have caused their difficulty. Also, identify what assistance/resources/mentoring/training might have better prepared you.

Part IV: Future Improvement & Development:

1. What relevant training or development do you think would help you in performing your current job or help you to develop your career?
2. What can your manager do to assist you in performing your job duties to the best of your abilities?
3. What relevant professional development activities/opportunities (training, projects, seminars, etc.) would you like to pursue during the next year that would enhance your job performance and career ambitions?
4. Are there any new responsibilities, activities or objectives you would like to engage in or focus on during the next performance cycle?