

Employee Job Inventory

The Employee Job Inventory is designed to aid employees and their supervisor in preparing an employees performance goals (also called Performance Planning worksheet). The questions help describe the employee's current position and define his or her(s) short and long term career goals.

PART I

What do you find most rewarding about your job?

What do you find least rewarding about your job?

PART II

What has been your most outstanding accomplishment this past year?

What has been your single biggest disappointment this past year?

What specific obstacles have you faced in the completion of your job?

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PART III

With specific regard to your job, what goals do you have for your personal performance over the upcoming year?

What are your short range (1-3 years) career goals?

What are your long range (4-6 years) career goals?

PART IV

In what areas do you feel that you need added support, structure and direction?

What training, if any, could help improve your skills and performance level?

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