

## Accomplishment Worksheet

Use this worksheet to record your accomplishments and contributions over a review period.

**Performance Goals:** Describe your performance as it relates to the goals you created or were given at the beginning of the review period. If goals weren't provided, describe what you've accomplished in your specific job. Focus on results instead of actions (I.e. Sold \$25k in loans, decreased call time by 5%, Created a new electronic file system, on time daily, etc.).

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**Training Completed:** Record your training and education accomplishments in the chart below:

<i>Course title</i>	<i>Date completed</i>	<i>Location</i>	<i>New actions taken since class completion</i>

**New Skills/Expertise:** List new skills learned and how you use them to be more productive. (I.e. new software applications, new tasks, reading reports, etc).

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**Volunteerism/Participation:** What projects or initiatives did you volunteer for or were selected for participation? (I.e. train new employees, process improvement teams, planning committees).

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**Innovation:** List any improvements you initiated that helped the team, department or organization boost employee morale, save time or save money.

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