



EMPLOYEE SWOT ANALYSIS TEMPLATE

Employee Name:

Position/Role:

Department:

Review Period:

Date:

Manager/Reviewer:

Instructions

This SWOT analysis template helps managers and employees systematically evaluate individual strengths, weaknesses, opportunities, and threats to create targeted development plans.



Best Practices:

- Complete during annual or quarterly performance reviews
- Involve the employee in self-assessment for better buy-in
- Focus on specific, measurable examples
- Use results to create actionable development goals
- Review and update quarterly to track progress

 Strengths	 Weaknesses
<i>What does this employee do well?</i>	<i>What needs development?</i>
Technical Skills:	Skill Gaps:
Soft Skills:	Performance Areas:
Achievements:	Development Needs:

 Opportunities	 Threats
<i>What growth potential exists?</i>	<i>What could hinder growth?</i>
Training Available:	Industry Changes:
Career Paths:	Technology Evolution:
Projects:	Resource Constraints:



Development Strategy:

1 Leverage Strengths to Address Weaknesses:

2 Capitalize on Opportunities:

3 Mitigate Threats:



Support Required

1 From Manager:

2 From Organization:

3 From Employee:



Progress Tracking:

30-Day Milestone:

60-Day Milestone:

90-Day Milestone:



Review Schedule:

Next Review Date:

Follow-up Check-ins:

Progress Review Method:



Signatures

Employee Signature:

Date:

I have participated in this SWOT analysis and agree with the development plan.

Manager Signature:

Date:

I commit to supporting this employee's development as outlined above.

HR Representative:

Date:

(If applicable)