Fermilab

Accomplishment Report

Instructions: Enter your information and delete the instructional text.

Personal Data		
Employee ID	**Employee Name**	**Date**

Accomplishments

Goals: On-going Job Responsibilities/Projects

1. Describe your completion of your first goal: on-going job responsibility/project. Add additional numbers by pressing the Enter key until you have addressed all of your goals.

Other Important Accomplishments

1. If you have accomplished something important that is not part of your goals, describe it here. Each accomplishment should be a separate number (add numbers by pressing the Enter key).

Competencies

1. If you were rated as "needs improvement" on a competency last year or if you think that you exceeded expectations on a competency this year, describe what you did and what the outcome was. Each response should be a separate number.

Performance Improvement Needs (Previous Year)

1. If your supervisor pointed out areas for improvement either in last year's performance review or throughout the year, describe what you did to improve.

Career Development Activities

1. Describe career development activities in which you have participated over the last year and how they have helped you on your current job or prepared you for a future need. This can include cross-training, training, conferences, college/university coursework, professional organizations, personal reading and self-study, etc.