



ANNUAL PLAN
GAP ANALYSIS TOOL

Employee _____ Goal _____

INSTRUCTIONS

Employee - complete the Gap Analysis for each Performance Goal. Prepare to share the results with your supervisor.

Employee & Supervisor Meeting - Employee shares Gap Analyses. Employee and supervisor collaborate to identify supports and development opportunities to address the gaps. That information is then used to design Performance Goals and the Support Plan.

1. **Authority** - the power and right to make decisions and take action. Identify the decisions and actions required to execute the goal and whether the employee has authority.
2. **Cap-Ability** - skills, knowledge, problem solving capacity, equipment & information. Identify gaps in any of these areas.
3. **Compensation** - fair compensation for executing the goal. Compensation includes meaningful work, responsibility, achievement, recognition and remuneration. Identify ways in which the employee would like to be compensated.
4. **Opportunity** - the employee is in the right place, at the right time, with barriers removed to execute the goal. Identify the right places, right times and barriers to execute the goal.
5. **Freedom** - able to take action within prescribed boundaries. Identify if prescribed boundaries for required actions have been clarified. Identify if the supervisor has granted the employee freedom to take action.
6. **Resources** - resources necessary to execute the goal. Identify resources required to execute the goal and if they are available, e.g., policies, procedures, time, money, people, equipment, etc.



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7. **Accountability** - The ability to account for oneself.
 - a. **Self-Direction** - Identify if expected outcomes and measures to evaluate progress are clearly and specifically defined.

 - b. **Self-Management** - Identify if tasks to achieve desired outcomes are defined, budget & resource availability is clarified, timelines and due dates are established, specific required strategies are clarified.

 - c. **Self-Correction** - Identify if the employee can recognize mistakes and knows how to take corrective action.

 - d. **Self-Accounting** - Identify if the employee is willing and able to explain reasoning and take responsibility for decisions & actions.