



Sample Accomplishment Report

Instructions: Enter your information and delete the instructional text.

Personal Data

Employee ID	Employee Name	Date
99999	Sally Employee	7/1/2004

Accomplishments

Goals/Job Responsibilities (Elements)

1. I completed my one-year term on the Training Advisory Committee. During this term I interviewed all Division A department heads, all Division A administrative assistants and five additional people in each department of Division A. I documented all of the interviews in a FileMaker Pro database, which allowed me to sort and create reports on all division training needs. Using PowerPoint, I created a presentation for the Training Advisory Committee.
2. I served as a mentor for John Doe. During his first month, I met with him for three hours per week. We reviewed all of the items on the buddy checklist, and I also did some on-the-job training. During the remainder of his probationary period, we continued to meet twice a month for one hour to discuss any difficulties or questions that he had. I was also readily available to answer questions during this time. In addition to helping John, I recruited two administrative assistants and two technicians to serve as buddies for other new employees. I served as a mentor for these buddies by giving them advice and explaining how I went about completing the buddy checklist. In addition, I met with the program developers and made suggestions on how I thought that the buddy system could be improved, several of which have been implemented. Finally, I integrated our division's cross-training program into the buddy system. The new employees now have time built into their schedules to learn the specifics of the job that they will be responsible for covering.
3. I assumed the responsibilities of division records coordinator. I had five formal meetings with the laboratory Records Manager to learn all of the policies and requirements for records management. Developing work processes and procedures for the division proved to be a larger task than I had imagined, and I did not finish. Therefore we were unable to train the support staff. I feel that with a bit more training and study, I will be able to effectively manage and train the division file custodians.
4. I had seven formal meetings with representatives from Business Services and took three training courses. I learned how to use all of the different systems for tracking departmental expenditures and documented how we might use them in our department. I then determined which systems would be best suited to the needs of our division. After doing this, I researched existing training courses, and developed a training plan that integrates an existing training course, a division-specific training course and on-the-job follow up training. Using PowerPoint, I presented the