

Opportunity Review Form

Name: _____ Date: _____
Position/Title: _____

This form will help us to identify key skills within the company that can lead to opportunities for improved efficiency. It will also help to identify areas of potential change that need to be addressed.

Please describe what 5 things you think this company must do, and do well, to compete:	1:
	2:
	3:
	4:
	5:
What are the 5 most important skills you possess that are not currently being utilized by this company, whether or not they are related to your job duties (please describe each skill <i>[in terms of accomplishments]</i> and explain how each might make contributions to help this company compete):	
1	
2	
3	
4	
5	
Are there any procedures/functions that you think ought to be changed to reflect current conditions or customer demand?	
1	
2	
3	
4	
5	