

Introductory Reading material before filling the form

SWOC analysis for an Employee

A SWOC, which stands for **S**trengths, **W**eaknesses, **O**pportunities and **C**hallenges, analysis for employees entails a self-evaluation of a person's strengths and weaknesses. In addition, the employee must evaluate their opportunities and Challenges. The employee's strengths and weaknesses are essentially internal factors. Opportunities and Challenges are considered external factors, for which the employee has less control. However, A SWOC analysis for an employee can help an employee better deal with various challenges in his career

Strengths

What advantages do you have that others don't have (for example, skills, certifications, and education, teaching methodology, command on language or connections)?

What do you do better than anyone else?

What personal resources can you access?

What do other people (and your superior, in particular) see as your strengths?

Which of your achievements are you most proud of?

What values do you believe in that others fail to exhibit?

Are you part of a network that no one else is involved in? If so, what connections do you have with influential people?

Consider this from your own perspective, and from the point of view of the people around you. And don't be modest or shy – be as objective as you can.

And if you still have any difficulty identifying your strengths, write down a list of your personal characteristics. Some of these will hopefully be strengths!

Divide your strengths into Professional, intellectual behavioural, emotional and societal. You may also add if you have exceptional skills like public speaking, new concepts, translation, linguistics etc.

Tip:

Think about your strengths in relation to the people around you. For example, if you're a great mathematician and the people around you are also great at math, then this is not likely to be strength in your current role – it may be a necessity.

Weaknesses

What tasks do you usually avoid because you don't feel confident doing them?

What will the people around you see as your weaknesses?

Are you completely confident in your education and skills training? If not, where are you weakest?

What are your negative work habits (for example, are you often late, are you disorganized, do you have a short temper, or are you poor at handling stress)?

Do you have personality traits that hold you back in your field? For instance, if you have to conduct meetings on a regular basis, a fear of public speaking would be a major weakness.

Again, consider this from a personal/internal perspective and an external perspective. Do other people see weaknesses that you don't see? Do co-staff consistently outperform you in key areas? Be realistic – it's best to face any unpleasant truths as soon as possible.

Use the same criteria you used for Strengths. What are your behavioural, emotional, intellectual, professional weaknesses? Ex: Are you uncomfortable when in crowd, do you have stage fear, do you find it difficult to face ambiguous situations?

Opportunities

What new technology can help you? Or can you get help from others or from people via the Internet or similar avenues?

Is your institution growing? If so, how can you take advantage of the current market?

Do you have a network of strategic contacts to help you, or offer good advice?

What trends do you see in your institution, and how can you take advantage of them?

Are any of your colleagues failing to do something important? If so, can you take advantage of their inability?

Is there a need in your institution that no one is fulfilling?

Do your stakeholders (students, parents) complain about something in your company? If so, could you create an opportunity by offering a solution?

You might find useful opportunities in the following:

Networking events, educational classes, or conferences.

A colleague going on an extended leave. Could you take on some of this person's projects to gain experience?

A new role or project that asks you to learn new skills, like public speaking or international relations.

An expansion. Do you have specific skills (like another new subject) that could help with the process?

Also, importantly, look at your strengths, and ask yourself whether these open up any opportunities – and look at your weaknesses, and ask yourself whether you could open up opportunities by eliminating those weaknesses.

Challenges

What obstacles do you currently face at work?

Are any of your colleagues competing with you for projects or roles?

Is your job (or the demand for the things you do) changing?

Does changing technology threaten your position?

Could any of your weaknesses lead to Challenges?

Do these challenges open a new door for accomplishing higher goals in life?

Performing this analysis will often provide key information – it can point out what needs to be done and put problems into perspective.

A Personal SWOC Example

What would a personal SWOC assessment look like? Review this SWOC analysis for Ram.

Strengths

I'm very creative. I often impress with a new perspective.
I communicate well with my students and team.
I have the ability to ask key questions to find just the right angle.
I'm completely committed to the success of my students.
I am punctual and honest.
I have an inclination to learn new things.
I have flair to acquire new qualifications.
My academic knowledge is my strength.

Weaknesses

I have a strong, compulsive need to do things quickly and remove them from my "to do" list, and sometimes the quality of my work suffers as a result.
This same need to get things done also causes me stress when I have too many tasks.
I get nervous when presenting ideas to my superiors and this fear of public speaking often takes the passion out of my presentations.
I cannot stick to schedules
I politicise.
I lie at times.
I am not very punctual.

Opportunities

One of our syllabi is undergoing a changing.
Another PG course starting very soon in my campus but it is not in my college. I know the subject very well.
An international conference is coming up next month. This will allow for strategic networking, and also offer some great training seminars.
Our HOD will go on leave soon. Covering his duties while he's away would be a great career development opportunity for me.

Challenges

Shree, one of my colleagues, is a much stronger speaker than I am, and he's competing with me for the Asstt Professor position.
Due to recent staff shortages, I'm often overworked, and this negatively impacts my creativity.
The current climate has resulted in non-filling of seats in many colleges. Many colleges have laid off staff members, and my college too may consider further cutbacks.