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**HEALTH HEALTH SERVICES**

**PROFESSIONAL ADVISORY COMMITTEE (HSPAC)**

***Multidisciplinary in Approach,*** ***Connected by Service,*** ***Advancing Public Health***

**Annual Accomplishments Tracking Sheet Sample Template**

Instructions: This template serves as a means of tracking your roles, responsibilities, activities, and accomplishments during the rating period to present to your supervisor before you begin the COER process. It is recommended that you begin populating the tracking sheet at the beginning of the rating period however; it can be populated at any point in time. The secondary purpose of this template is to use multiple years of the tracking tool since your last promotion to support your Officer Statement Write-up.

# Annual Accomplishments Tracking Sheet Sample Template

(Officers Name) (Rating Period)

# DUTIES:

(Bullet your current role and responsibilities. Be sure to include everything you do on a regular basis)

Example:

* Manage a portfolio of 34 Pathways to Health Professions grantees
* Conduct quarterly audits on grantee performance and financials
* Serve as the Team Lead responsible for compiling the end of year report for the program
* Develop and present the new grantee technical assistance presentation
* Attend 10 site visits per year

# COLLATERAL DUTIES (AGENCY ONLY):

(Bullet the additional duties you have assumed or continued to perform during the rating period) Example:

* Serve as the COR for the program’s evaluation contract
* Prepared the site visit budget for the branch
* Member of the division employee engagement workgroup
* Develop talking points for the Administrator on the Pathways program

# TRAINING:

(List additional, non-required training only by date. Include professional and discipline- specific training)

* Effective Writing for Professionals (September)
* Introduction to Data and Evaluation (August)
* Basic Life Support(March)
* Essentials of Emergency Preparedness and Response (January)

# CONFERENCES:

(List conferences attended during the rating period)

* Association for Clinicians for the Underserved (June)

# ACCOMPLISHMENTS:

(List your accomplishments in order of importance)

* Completed the review of grantee reports on May 13th. Ahead of schedule and with 1% error.
* Developed talking points for 10 requests on behalf of the Administrator of the overall Zika program and accomplished resolution of over 20 Zika grants resulting in funding for better coverage for multiple carriers