JOB AID FOR IDENTIFYING PERFORMANCE GAP AND SOLUTIONS

(1) Briefly describe the problem that has been identified:

(2) How will you gather information for analysis?
• Observations:
• Interviews:
• Surveys:
• Performance Data:

(3) What are some possible causes?	(4) What are some possible solutions?
Problem(s) with equipment or instrument:	Suggested solution(s)
Improper or inadequate incentives:	Suggested solution(s)
Lack of data or information:	Suggested solution(s)
Lack of skills:	Suggested solution(s)