

GUIDELINES: This worksheet is designed to give staff the ability to provide their evaluator with job-related performance input. The intent of the pre-performance review input is to enhance one-on-one communication between the staff and his/her supervisor before the review is developed.

1. What do you consider to be your most important job-related accomplishments in the past twelve months?
2. What do you feel you need to do in order to improve your performance? How could your evaluator help you do a better job?
3. Identify job-related goals you would like to achieve in the coming year:
4. Indicate other job related topics you would like to discuss:
5. Do your current position expectations accurately reflect your duties? If not, identify the changes needed:
6. On a 1-10 scale, how satisfied are you in your current role? (1-very unsatisfied; 10-very satisfied)
7. What areas of the company interest you and why?
8. If you could change 3 things about the company, your supervisor, or your department, what would they be, and how would you change them?