



Staff Pre-Performance Worksheet

Employee Name		Job Title		Department
Performance Review Period: Annual Review		From:		To:
Supervised By:		Tel. #:		E-mail:

Employee Guidelines

This worksheet provides staff the ability to provide their evaluator with job-related performance input before the performance review is written. The intent of the pre-performance review input is to enhance one-on-one communication between staff and his/her supervisor before the review is developed. This written information is not a substitute for interaction, in-person communication between a staff member and his/her evaluator. To meet performance review deadlines, your evaluator should receive the Pre-Performance Worksheet, other information and comments before the annual deadline.

SUMMARY OF JOB RESPONSIBILITIES AND OBJECTIVES

- 1.
- 2.
- 3.
- 4.
- 5.

Questions

- 1. What do you consider to be your most important accomplishments in the last 12 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 special accomplishments, awards, activities, or recognition of which your evaluator should be aware.

4. Identify job related goals you would like to achieve in the coming year.

5. Indicate other job related topics you would like to discuss.

6. Does your current position description accurately reflect your duties? If not, identify the changes needed.