Optional Employee Worksheet
Annual Performance Evaluation Program

Prior to the evaluation meeting, employees are encouraged to complete and return this worksheet to their supervisor(s). Respond to as many as apply, and attach an extra page, if needed.

Name: Date: April 1, 2010-March 31, 2011
Title: Department:

1. List what you believe were the key elements of your job during the performance review period.

2. List special contributions you feel you have made to your department during the performance review period.

3. List any notable obstacles you encountered in accomplishing your job responsibilities during the performance review period. Indicate how your supervisor can assist you in improving your job performance, service, and/or interpersonal skills.

4. Indicate any areas of your job in which you feel you need more experience or training.

5. Are your capabilities now being used to the fullest extent possible to meet the responsibilities of your current position? What do you suggest to encourage their full use?

6. Add any additional information you wish to have considered in your appraisal.

Signature _____ Date _____