

PERFORMANCE EVALUATION PROCESS

• EMPLOYEE CHECKLIST •

Review Period _____ to _____

Employee Name _____

Employee Title _____

Supervisor Name _____

Supervisor Title _____

<p>Pre-evaluation</p> <ul style="list-style-type: none"> Complete a self-evaluation (Employee Goals and Performance Assessment Forms) and submit to supervisor. Make suggestions for changes to your job description, if applicable. Review and assess your progress towards achieving departmental goals. Develop goals for the coming year. Review and revise your career-related professional development goals. Review your organization's mission, vision, and guiding values. 	<p>During the evaluation</p> <ul style="list-style-type: none"> Discuss any differences between your job description and responsibilities. Provide additional contributions that might not be obvious. Explore career-related professional development opportunities of interest. <p>Post-evaluation</p> <ul style="list-style-type: none"> Review supervisor modifications to Performance Evaluation after joint meeting. Sign the Performance Evaluation form. Add comments if applicable. Retain copies of your forms as you plan for the year.
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<p>Discussion Questions (Be prepared to discuss these items during your performance review. Create additional items based on your unit, as needed.)</p>	
<p>List special contributions you feel you have made to your department during the performance review period not previously noted.</p>	
<p>List any notable obstacles you encountered in accomplishing your job responsibilities during the performance review period not previously noted.</p>	
<p>What can your supervisor do to contribute to your success?</p>	
<p>Any additional information that you wish to have considered in your evaluation.</p>	