RANDOLPH COLLEGE

EMPLOYEE'S WORKSHEET FOR PERFORMANCE APPRAISAL

Complete in preparation for your Performance Appraisal

The following questions are intended to help you prepare for your performance appraisal meeting with your supervisor. Please complete and return to your supervisor within a week of receipt of this form. Remember to be as specific as possible. Use additional paper if necessary.

1. What do you consider to be your major on-the-job accomplishments since your last review?

2. Do you feel your job responsibilities are clear and you understand what is expected of you? Do you need any additional training?

3. Are you comfortable with the communications with co-workers in your department and in other departments? Are there any issues that need to be addressed?

4. What improvements could you, your supervisor, or the College make to improve your performance and job satisfaction?

5. Relative to your job, what goals would you be interested in working on during the coming year?

6. Are there other issues concerning your job or the College that you wish to discuss?

_____ _____

Employee Signature *Date*