## EMPLOYEE FEEDBACK WORKSHEET Randolph College

## Complete this form in preparation for your Performance Appraisal and return it to your supervisor.

The following questions are intended to help you prepare for your performance appraisal meeting with your supervisor. Please complete this form and return it to your supervisor within two weeks of receipt of this form. Remember to be as specific as possible, and think about your job since your last review. Use additional paper if necessary.

Emplo	oyee Signature	 Date	
6.	What are your strengths?		
5.	Relative to your job, what goals would yo	ou be interested in working on during the coming year?	
4.	How can your supervisor or the College	support you in achieving your goals for the coming year?	
3.	Do you feel your job responsibilities are need any additional training?	e clear and that you understand what is expected of you?	Do you
2.	With regard to your performance, what c	could you have done differently?	
1.	What do you consider to be your major goals as a guide)?	on-the-job accomplishments since your last review (use la	ast year's
specit	ic as possible, and think about your job since	your last review. Use additional paper if necessary.	