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EMPLOYEE PREPARATION FOR PERFORMANCE REVIEW

NAME: _____ DATE: _____

DEPARTMENT: _____ REVIEW DATE: _____

JOB TITLE: _____

MANAGER/SUPERVISOR: _____

REVIEW PERIOD: FROM: _____ TO: _____

EMPLOYEE PREPARATION:

Thoroughly consider your job duties and responsibilities, performance and results achieved during the above review period and how you have improved on your current job.

Be sure you understand the areas of work performance to be discussed, as well as the content of the performance appraisal form to be used.

Think about the following questions and come to the performance review session prepared to discuss your thoughts about these areas:

1. What are the most important strengths/talents I bring to the job I am presently performing?
2. What have I learned in my work during the past year which will help me in the future.
3. What are the most significant accomplishments I have achieved since my last review?
4. What are some of the problems I have encountered along the way?
5. What are some of the positive factors that have helped me achieve?
6. What would I most like to see changed in the way our department is currently operating?
7. Other than my present assignment, what would I be well qualified to do here?
8. What are my personal development areas in which I most need to improve?
9. What is something I would like to improve or work on for next year?
10. What training or development programs would I be interested in enrolling?