

**STAFF PERFORMANCE EVALUATION
PRELIMINARY WORKSHEET**

EMPLOYEE:

POSITION:

SUPERVISOR:

Performance review is scheduled for:

This worksheet is designed to provide an opportunity for staff members and their supervisors to document employee strengths and areas for improvement. Please complete this form independently prior to your scheduled performance review. Performance evaluations may include, but are not limited to, the items indicated on this worksheet.

JOB DESCRIPTION PRESENTLY ON FILE: See attached.

CHANGES IN JOB DESCRIPTION: List all duties that have been added to or removed from the job description as printed above. Include rationale for specific change.

PROFESSIONAL GOALS:

Review of previous goals:

New/continued goals:

EMPLOYEE STRENGTHS:

EMPLOYEE AREAS FOR IMPROVEMENT:

COLLEGE STRENGTHS (as they affect this position):

COLLEGE AREAS FOR IMPROVEMENT (as they affect this position):

WAYS IN WHICH SUPERVISOR OR COLLEGE MIGHT ASSIST EMPLOYEE IN IMPROVING JOB PERFORMANCE: