

University Staff Pre-Evaluation Appraisal

The primary purpose of this Pre-Evaluation Appraisal form is to provide you with an opportunity to suggest areas for discussion based on your performance. Whether or not you complete the form, please return it to your supervisor prior to your actual scheduled performance appraisal interview. Your responses, if any, will be discussed during the appraisal interview. This form may or may not be appended to your Performance Evaluation Form at your request.

Employee _____ **Position** _____ **Dept.** _____ **Year:** _____

1. Does your job description accurately describe the daily work you perform? If not please explain.

2. What opportunities have you been given to learn and take on new responsibilities within your position?

3. What areas of your job are most difficult for you? What suggestions to improve this difficulty would you make?

4. In what ways do you participate in the decisions that affect you? What role would you like to have in the decision making process?

5. Describe the work relationship between you and your coworkers. In what ways do you encourage cooperation/respect as you perform your job? In what ways does your supervisor encourage cooperation and respect?

6. How does your physical work environment affect your ability to perform your job? What enhancements to your physical work environment would enhance your ability to perform your job?

7. Please list any specialized training, workshops, conferences, you have attended or participated in this evaluation period. What additional training or experiences would further support your development?

Summary
Supervisor's Comments

We Have Discussed This Pre-Evaluation Appraisal

Signature of Supervisor

Signature of Employee

Date

Date

Employee: I Do _____ Do Not _____ want the Pre-Evaluation Appraisal Form appended to my file in the Human Resources and Development Department.

