



**Guidelines:** This worksheet provides you the ability to provide your evaluator with job-related performance input before the performance review is written. The intent of the pre-performance review input is to enhance one-on-one communication between you and your evaluator before the review is developed. If interested in having a more active role in your performance review, please respond to the following questions and be prepared to discuss the responses with your evaluator. However, you are not required to provide pre-performance review input.

1. **Does your position description accurately reflect your major responsibilities? If so, comment on your performance. If not, list changes and please discuss with your supervisor.**

2. **Please provide examples on how your performance demonstrates the following competencies:**

- a. **Attendance/Punctuality** - Authorized use of available vacation or sick leave would be rated satisfactory. Reports to work as scheduled, and returns to work in a timely manner from breaks and lunch periods.



d. **Meets changing demands** - Demonstrates a willingness to adapt to changing conditions in the work environment, including willingness to utilize new procedures, adapt to new technology, ability to work with changing workforce demographics, and assists in implementing changing-related activities.

e. **Customer Service Skills** - Provides consistent high-quality service using tact and courtesy during interactions with all customers (students, faculty, staff, public, and/or outside agencies). Is resourceful and timely in responding to customer's requests and questions. Note: Consider pattern of customer feedback.



- h. Lead Responsibilities (If Applicable)** - Demonstrates the ability to plan, organize, delegate, and follow up on workflow to meet unit's goals and objectives. Provides clear expectations and constructive feedback to subordinates on a consistent basis. Consistently treats subordinates fairly. Works with management in a productive and professional manner to achieve unit's objectives.

**Comments:**

**3. List any accomplishments since the last review cycle.**

**4. Describe new objectives you would like to complete for the next review cycle.**

5. List Professional Development opportunities and activities you are interested in for the next review cycle.

(THIS WORKSHEET **WILL NOT** BECOME PART OF THE OFFICIAL PERSONNEL FILE)