



**SAN JOSÉ STATE**  
**UNIVERSITY**

DATE:  
TO:  
FROM:  
SUBJECT: Annual Review Conference  
Staff Pre-Performance Review Worksheet

Because your input is an important part of the annual review conference, I am inviting you to complete the questions on the enclosed "Staff Pre-Performance Review Worksheet" and include any other thoughts or examples of your work which you feel will help me better understand your accomplishments from the past review period.

Note that you are not required to submit pre-performance review information; however, doing so will make our review meeting more meaningful.

Please return the enclosed worksheet to me prior to April 13, 2007.

Thank you.