

Organizational Dev & Training | One Washington Square | San José, CA 95192-0046 | 408-924-2250 408-924-1701 (fax)

GUIDELINES: This worksheet provides staff the ability to provide their evaluator with job-related performance input before the performance review is written. However, staff are not required to provide pre-performance review input. The intent of the pre-performance review input is to enhance one-on-one communication between the staff and his/her supervisor before the review is developed.

This written information is not a substitute for interactive, in-person, communication between a staff member and his/her evaluator.

To meet campus performance review deadlines, your evaluator should receive the Pre-Performance Worksheet, other information, and other comments before April 14.

Review Period: April 1 - March 31

1.	What do v	vou consider to be	vour most important	t accomplishments in the	past twelve months
	vviiat uo	you consider to be	your most important	i accomplishments in the	pasi twelve ilic

2. What do you feel you need to do in order to improve your performance? How could your evaluator help you do a better job?

5.	Indicate other job-related topics you would like to discuss:
6.	Does your current position description accurately reflect your duties? If not, identify the changes needed:
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