PERFORMANCE REVIEW – EMPLOYEE INPUT

Name: _____ Position: _____
Date: _____

TO BE COMPLETED BY THE EMPLOYEE AND REVIEWED WITH SUPERVISOR

Considering your position description, the departmental mission and individual plan of work, complete the questions below.

I. KEY ACCOMPLISHMENTS
Please list your key accomplishments and their impact on Calvin College and/or your department and those you serve (students, alumni, faculty, staff, etc.).

II. ADDITIONAL QUESTIONS
Please address each of the following questions with a brief written response:

a. Have you participated in any professional development and/or campus activities this year? Please list.

b. Have you encountered any obstacles this year that have affected your performance? If so, have these obstacles been addressed and/or resolved?

c. Is there anything that your supervisor could do to help you be more successful? If so, what is it? What could the college, your division or department do to provide a more supportive work environment?

d. How closely does your job description reflect your essential duties and responsibilities? What changes to your job description, if any, would you recommend?

III. LOOKING FORWARD
In preparation for the year ahead, please answer the questions below.

a. What development goals would you recommend for yourself for next year? Please consider development goals as they pertain to your professional development as well as organizational involvement.

b. What opportunities or resources are available to address these goals? What additional resources would be helpful to address these goals?

IV. GOALS
List the specific performance goals for this next year. (If you need more space, please attach additional forms.)

Goals for upcoming year	
Achievement goals	**Achievement log**