

Looking Forward: In preparation for the year ahead, please answer the questions below.

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

6. What opportunities or resources are available to address these goals? (Formal and informal courses/workshops, learning opportunities, conferences, committee participation, special projects, task forces, presentations, etc.) What additional resources would be helpful to address these goals?

7. What could your supervisor do to help you be more successful? What could the college, your division or department do to provide a more supportive work environment?

8. How closely does your job description reflect your daily/weekly/monthly essential functions and responsibilities? What changes to your job description, if any, would you recommend?

9. Is there anything else that you would like to discuss during your performance review?

After completing the form please print and sign and return to your supervisor.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____