

COMMUNITY ACTION OF SOUTHEAST IOWA

EMPLOYEE PREPARATION FOR PERFORMANCE EVALUATION

Prior to your performance evaluation review with your supervisor, you should prepare by:

1. Reviewing your job description.
2. Determine areas of competence and areas that need improvement
3. Think of ways you may improve your performance
4. Complete the self-appraisal information

Your supervisor will be evaluating the abilities that determine your performance and your progress. A constructive discussion between you and your supervisor should produce an understanding upon which improvement in your present job and plans for your development can be used. The questions on this form are intended to help you prepare for this job and plans for your development as is used. The questions on this form are intended to help you prepare for this discussion by having you think about your work, your assignments, and your capabilities in handling these assignments. **After completing this form, bring it with you to your evaluation, as you will discuss it with your supervisor during your performance review.**

1. What do you consider to be the most important parts of your job?
2. What part of your job interests you the most?
3. What part of your job interests you the least?
4. Are there any aspects of your job in which you feel that you need more experience and training?
5. Do you feel you have abilities which are not being fully utilized on your job? ____yes ____no
6. Are there any changes you would like to see made in your job, which would help you to increase your performance?
7. What is your ambition or goal for the next five years? What are you doing to prepare yourself?

Signature of Employee

Date

Signature of Supervisor

Date