

## EMPLOYEE WORKSHEET

(OPTIONAL)

Prior to the evaluation meeting, employees are encouraged (*but not required*) to complete and return this worksheet to their supervisor.

Name	Date:
Title:	Department/Org.: _

1. List what you believe were the most important aspects of your job during the performance review period.
2. List special contributions you feel you have made to your department during the performance review period.
3. List any notable obstacles you encountered in accomplishing your job responsibilities during the performance review period.
4. Add any additional information which you wish to have considered in your appraisal.

The employee worksheet is to be reviewed by the supervisor at the time of the Performance Appraisal and taken into consideration to assist with the review process.