REVIEW OF ACADEMIC PROFESSIONAL EMPLOYEES

OPTIONAL EMPLOYEE WORKSHEET

To be filled out by employee: the purpose of this worksheet is to give you an opportunity to formally share with your supervisor information which you consider important for your performance review the past year. If you choose to complete the worksheet, return it to your supervisor and it will be attached to your review forms for informational purposes.

Name _____ Date _____

Title _____ Department _____

1. List what you believe were the key elements 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.

Signature _____ Date_____