Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

**Past performance**

How have your job and responsibilities changed since your last review?

What skills or areas have you grown or improved in?

**Present situation**

State your understanding of your main duties and responsibilities?

What areas of challenge do you currently face?

What do you enjoy about your job?

**Future**

How will your job responsibilities stay the same or change in the future?

What do you consider to be your most important aims and tasks in the next year?

What training programs or classes, if any, do you need to meet these goals?

What additional assistance do you need to reach your peak performance level?

How can Dr. Haugseth help you be more effective?

What action could be taken to improve your performance in your current position by you, and your boss?

What do you like about working for POPD?

What do you dislike about working for POPD?

What elements of your job do you find most difficult?

What elements of your job interest you the most?

What elements of your job interest you the least?

What has been your biggest job-related frustration during the past 12 months?

What ideas do you have for alleviating the frustrations?

How are you more valuable to the organization than you were 12 months ago?

How can I, as your manager, help you?

**Rate your own capability or knowledge in the following areas in terms of your current role (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent). If appropriate bring evidence with you to the appraisal to support your assessment.**

|  |  |  |
| --- | --- | --- |
|  | Employee | Manager |
| 1. project a professional office image |  |  |
| 2. technical knowledge |  |  |
| 3. time management |  |  |
| 4. planning, ordering and forecasting |  |  |
| 5. charting and posting |  |  |
| 6. communication skills |  |  |
| 7. skills |  |  |
| 8. IT/equipment skills |  |  |
| 9. commitments |  |  |
| 10. creativity |  |  |
| 11. problem-solving and decision-making |  |  |
| 12. team-working and developing others |  |  |
| 13. energy, determination and work-rate |  |  |
| 14. steadiness under pressure |  |  |
| 15. leadership and integrity |  |  |
| 16. adaptability, flexibility, and mobility |  |  |
| 17. personal appearance |  |  |

How you can earn bonuses to increase your salary?  
  
Is there training needed?  
  
Are there deficiencies that the employee must address?  
  
Are there problems that can result in discipline or termination?  
  
What goals do you have for the employee in the coming year?

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_