SJSU | PEOPLE AND CULTURE

STAFF PRE-PERFORMANCE REVIEW WORKSHEET

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GUIDELINES: This worksheet provides staff the ability to provide their evaluator with job-related performance input before the performance review is written. However, staff are not required to provide pre-performance review input. The intent of the pre-performance review input is to enhance one-on-one communication between the staff and his/her supervisor before the review is developed.

This written information is not a substitute for interactive, in-person, communication between a staff member and his/her evaluator.

To meet campus performance review deadlines, your evaluator should receive the Pre-Performance Worksheet, other information, and other comments before April 14.

Review Period: April 1 - March 31

1. What do you consider to be your most important accomplishments in the past twelve months?

attach additional sheets if necessary

2. What do you feel you need to do in order to improve your performance? How could your evaluator help you do a better job?

attach additional sheets if necessary

3. Identify special accomplishments, awards, activities, or recognition that your evaluator should be aware of.
attach additional sheets if necessary

4. Identify job-related goals you would like to achieve in the coming year:
attach additional sheets if necessary

5. Indicate other job-related topics you would like to discuss:

attach additional sheets if necessary

6. Does your current position description accurately reflect your duties?
   If not, identify the changes needed:

attach additional sheets if necessary

(THIS WORKSHEET <u>WILL</u> <u>NOT</u> BECOME PART OF THE OFFICIAL PERSONNEL FILE)