SJSU | PEOPLE AND CULTURE

TEAMSTERS (UNIT 6) PRE-PERFORMANCE REVIEW WORKSHEET Annual Review Period April 1 – March 31

PEOPLE AND CULTURE FORM

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Guidelines:
This worksheet offers you the ability to provide your evaluator with job-related performance input before your performance review is written. The intent of this pre-performance review worksheet is to enhance the one-on-one communication between you and your evaluator, and it is not intended to replace or limit any communication between you and your evaluator. To enhance your performance review discussion, please come prepared to interact with your review evaluator.

Note:
Completing this Pre-Performance Review Worksheet is not mandatory; however, you are encouraged to take advantage of this worksheet, and take an active role in your performance review.

Help:
Assistance in completing this worksheet is available to you from your department's HR Contact and/or your Supervisor.

Deadline:
To meet campus performance review deadlines your evaluator mush receive this worksheet, with any attachments or additional comments, prior to April 14.

Please respond to the following worksheet questions:

1. **Identify any job-skills or knowledge updates that you have achieved in the past year.**

attach additional sheets if necessary

2. **Identify any special accomplishments, awards, activities or recognition that you have achieved.**

attach additional sheets if necessary

3. **Please indicate the evaluation topics that you would like to expand on in discussion with your evaluator.**

attach additional sheets if necessary

4. **Consider the following competencies, please provide examples of your work performance which supports the rating that you are expecting.**

   a. Communication Skills - Acted and behaved in a manner that reflected respect, courtesy, civility and trust. Established and maintained effective work relationships. Understood lines of reporting, responsibility and accountability.

attach additional sheets if necessary

b. Interpersonal Skills - Provided high-quality service using tact and courtesy during interactions with others. Balanced individual and unit responsibilities; contributed to building effective interpersonal relationships; fostered cooperation and cohesion, participated in decision-making process and worked well as a member of a diverse team. Was willing to take on new projects and methods, supported organizational goals and demonstrated flexibility in response to changing circumstances that impacted the team. Offered assistance and support to co-workers and others. Interacted and responded appropriately and professionally with co-workers and others. Demonstrated sensitivity to and awareness of differences in people from diverse backgrounds

attach additional sheets if necessary

c. Safety - Followed through and identified, corrected and/or reported potentially hazardous or unsafe working conditions. Mitigated risk where appropriate. Possessed thorough knowledge of policies and procedures. Adhered to safety regulations and policies. Worked in a manner that promoted a safe working environment for self and others. Stayed up to date on OSHA regulations as well as safe operation and use of equipment.

attach additional sheets if necessary

d. Job Performance - Demonstrated accuracy and thoroughness, displayed commitment to excellence, looked for ways to improve and promote quality; applied feedback to improve performance and monitored own work to ensure quality. The employee followed through and completed assignments. Identified, corrected and/or reported deficiencies. Maintained thorough knowledge of policies and procedures. Adhered to processes and procedures. Worked in a manner that promoted efficient operation and use of equipment. Met changing demands. Reported to work as scheduled and returned to work in a timely manner from breaks and lunch periods. Demonstrated ability to work with drawings, sketches, lists, diagrams, blueprints, manuals, codes, instructions and tech sheets.

attach additional sheets if necessary

d. Supervisor/Lead Assignment (If Applicable) - Demonstrated the ability to plan, organize, delegate and follow up on workflow to meet department's goals and objectives. Provided clear expectations and constructive feedback to crew(s) on a consistent basis. Worked with management and crew(s) in a productive and professional manner to achieve the department's objectives. Was resourceful and timely in responding to questions.
Maintained respect, cooperation and teamwork.

attach additional sheets if necessary

(AT YOUR REQUEST THIS WORKSHEET **MAY** BECOME PART OF YOUR EVALUATION)