



GLENVILLE STATE COLLEGE
EMPLOYEE PRE-APPRAISAL WORKSHEET

To: _____
Employee Name Job Title Date

We will be having our performance and development review meeting on _____
As I want this to be a two-way discussion, I would appreciate your putting down some specific items you would like to discuss. Please return this to me within ten (10) days of this date so that I can obtain any additional information that might be helpful in our discussion.

Supervisor's Signature

1. Please indicate any specific areas you wish to discuss.

2. Do you have any questions about what is expected of you in your job?

3. Do you feel that you know how your job relates to the College goals and objectives for our unit?

4. Are there any ways that you feel we could improve your present job?

5. In general, how do you feel about communications in our unit?

6. Are you taking any courses or engaging in other activities that you feel will prepare you for more responsibilities in the future?

7. Are there any other comments regarding your job, your progress, or the College that you wish to make?

Employee's Signature

Date

Use reverse side for response, if needed.