

TRINITY UNIVERSITY

Optional Employee Pre-Evaluation Worksheet

Employee Name: _____ Date: _____

Job Title: _____ Supervisor: _____

The questions below are intended to encourage your participation in your performance evaluation. You are invited to write answers in the space provided or on an attached sheet. It is not necessary that this worksheet be submitted as part of the evaluation process but it is hoped that you will view it as a communication tool. If you wish, the worksheet can be filed as part of your performance evaluation.

Based on your current job description/work assignments:

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

2. Do you feel that you know how your job relates to Trinity's mission, and to your departmental/office goals and objectives?

3. In your opinion, what were your strengths in terms of performance during this past year?

4. In what areas do you feel you need to improve?

5. In what areas would you like to gain more experience, training, and/or education?

6. What do you enjoy most about your work assignments?

7. What would help you to sustain or improve your performance (i.e., amount of work assigned, clearer instructions, clarification of priorities, communication within the office, more feedback from supervisor and others, etc.)?
8. What are your job-related goals for next year?
9. Please make any other comments regarding your job or department that you consider important and wish to discuss.