

# ARMSTRONG ATLANTIC STATE UNIVERSITY

## Support Staff Pre-Evaluation Comments

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Names(s) of Supervisor(s): \_\_\_\_\_

Purpose: This form is provided to help you think about your job and performance and gives both you and your supervisor a basis for which to discuss your comments.

### **A. JOB RESPONSIBILITIES**

Have your duties and/or responsibilities, as listed in your job description significantly changed during the past year?

If so, explain:

### **B. JOB EXPECTATIONS**

Have the expectations for your performance changed during the past year?

If so, please give examples:

Are there parts of your job that you enjoy doing?

Examples:

### **C. ABILITY/PERFORMANCE**

Assets that you bring to the department (please list):

Describe factors which may have prevented you from performing your job to your satisfaction this past year:

Are there ways in which you feel your work has improved since your last evaluation?

Examples:

Do you have abilities/skills that are not currently being used?

Examples:

**D. SUPERVISOR/EMPLOYEE WORK RELATIONSHIP**

Are there ways in which your supervisor can help you to perform your duties and responsibilities more efficiently? Please check any that apply below.

- ☐ Communication
- ☐ Training
- ☐ Equipment/Tools
- ☐ Other:

**E. PROFESSIONAL DEVELOPMENT**

Describe professional development training for the next evaluation period.

**F. Please list any other specific factors that you think should be considered in evaluating your performance:**

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

**This form is to be attached to your annual performance evaluation and forwarded to the Human Resources Office by your supervisor.**