PERFORMANCE EVALUATION PROGRAM

Optional Employee Worksheet

To be filled out by employee: The purpose of this worksheet is to give you an opportunity to formally share with your supervisor information that you consider important for your appraisal over the past year. If you choose to complete the worksheet and give it to your supervisor, it will be attached to your performance appraisal for informational purposes.

1. List the key elements of your job and any special contributions you feel you have made to your unit during the appraisal period.

2. List any notable obstacles you encountered in accomplishing your job responsibilities during the appraisal period.

3. Add any additional information that you wish to have considered in your appraisal.

Please attach an additional sheet if more space is necessary.

Employee Signature Date