

GEORGIA SOUTHWESTERN STATE UNIVERSITY

Pre-Evaluation Questionnaire

PROFESSIONAL/ADMINISTRATIVE PERSONNEL

INSTRUCTIONS:

Please respond to each of the following points. Use separate sheet(s) if necessary:

1. Please briefly list your major job duties and highlight changes to your duties that occurred this past year, if any.
2. Describe goals and objectives that were achieved this past year as well as other major accomplishments.
3. Describe goals and objectives for next year for discussion with your supervisor.
4. Did you have the proper tools, i.e., (equipment, space, people, funds) to do your job this past year?
5. Describe any training or professional development you need to do your job more effectively.

EMPLOYEE NAME/SIGNATURE

DATE

January 1997