

GEORGIA SOUTHWESTERN STATE UNIVERSITY
Staff Pre-Evaluation Comments

Name:

Title:

Name(s) of Supervisor(s):

Purpose: This form is provided to help you to think about your job and performance and gives both you and your supervisor a basis from 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 (click) any that apply below.

- Communication
- Training
- Equipment/Tools
- Other:

E. CAREER DEVELOPMENT

Are you interested in other job opportunities at the University?

If so, please list areas of interest:

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.