1. List your goals from your last performance evaluation and list the results.

2. List your job-related strengths and how you have applied them to your current job.

3. List specific goals that you would like to accomplish in the next review period.

4. List areas of training and development that you are interested in receiving in the next year. Indicate how these interests would be applied to your current job responsibilities.
5. List areas of your job performance that you would like to improve and why.

6. List other information that you would like to have considered in your performance evaluation and why.

________________________  ____________  _____________________  ____________
Employee Signature        Date       Supervisor's Signature       Date