

## PERFORMANCE REVIEW DISCUSSION WORKSHEET

*Instructions:* Use this worksheet as a tool to organize your thoughts about past performance and expectations for the future. All categories do not necessarily apply to all jobs, and the importance of each category will vary according to the position and department. Listed under job performance factors are some examples of what that category may cover.

### **Part I Job Performance Factors**

#### *Job Knowledge and Skills*

(understanding of required tasks/extent of knowledge and skills/application of knowledge to both routine and new duties/ability to work independently)

#### *Quality of Work*

(adherence to standards and instructions/accuracy/thoroughness/follow-up)

#### *Work Production*

(organization/ability to meet deadlines/effective use of time/success at achieving desired results/volume of output)

#### *Dependability*

(attendance/conscientiousness/reliability in taking responsibility for work completion)

#### *Judgment*

(evaluation of facts for reaching sound conclusions/decision-making ability/effective prioritization of work/objective assessment of work issues)

*Adaptability*

(willingness to learn new duties and skills/ability to adjust to new situations and changes on the job)

*Interpersonal Skills*

(cooperation and interaction with a diverse population of coworkers, ....., other employees, and the public/role as office representative)

*Communication Skills*

(clear expression of ideas, instructions, and comp. policies - both orally and in writing)

*Supervision*

(planning and control of work/effective and appropriate delegation of work/ability to inspire confidence and respect from staff/timely and constructive review of employee performance)

*Other areas critical to success on the job*

*Summary of Past Year's Accomplishments, including professional development and training programs attended.*

**Part II *Development Plans and Goals for coming year***

(specific areas for improvement which may increase effectiveness in present position or aid in future advancement, including professional development and training programs to attend)