EMPLOYEE PERFORMANCE EVALUATION INPUT

Dear _____:

As part of the employee performance evaluation process, I would appreciate your thoughts on the four questions below. Please enter or write your responses (adding additional pages if necessary) and return to me no later than: _____.

Thank you.

1. ***What were your major achievements, biggest projects, and/or greatest accomplishments this past year? (What are you proud of? In what areas did you shine?)***

2. ***What were your biggest challenges or professional disappointments this past year? (What threw you a curve ball? What was harder than you expected it to be?)***

3. ***Describe areas where you feel your performance or competence could be improved. (What areas are not your strong points? How can you make positive steps to improve?)***

4. ***What professional goals would you like to accomplish in the next 12 months? (What new skills would you like to obtain? What projects would you like to complete? What training/education would you like to receive?)***