



Performance Review – Employee Input

Employee Name: _____ **Date:** _____
Supervisor Name: _____ **Performance Period:** _____
Return to Supervisor by _____

The performance review process is an important one. Its purpose is multi-faceted as it is designed to effectively:

- Evaluate your performance over the previous performance period;
- Establish goals and objectives you should achieve over the upcoming performance year. Ideally, these goals should align with and support your department's goals and priorities – and, ultimately, they should also support the achievement of the District's strategic goals and overall mission;
- Create a forum to encourage critical dialogue between the supervisor and employee;
- Develop a plan to address any training & development needs;
- Create a performance improvement plan, if needed;
- Discuss and address any needs or concerns you may have.

Your input and participation is an essential component to this process. This gives you an opportunity to provide your supervisor with additional information prior to the actual performance review and also gives you a voice in establishing your goals for the upcoming year.

What were your major achievements and accomplishments over the most recent performance period? If you and your supervisor established specific goals and objectives, please be sure to provide an update to the status of each goal (including completion date or anticipated completion date, impact of achievement of goal, etc.). Attach additional sheet(s) as needed.

What do you think your top three goals should be over the upcoming year? How do they align with our District's overall mission?

What are your greatest strengths as a GCRD employee?

What do you feel are your “challenge” areas – areas in which you feel you could make improvements which would positively impact your work performance?

Have you participated in any professionally-related training or development activities over this performance period? If so, please list. Additionally, please list any professional association in which you are an active member.

Are there any specific training or development activities you feel you would benefit from over the upcoming year? How would GCRD benefit as a result of this training?

Do you have any specific employment-related needs or concerns you would like to see addressed at this time?