

KENYON COLLEGE Pre-Evaluation Worksheet Non-Exempt Staff

TO:			
	Employee's Name	Job Title	D a t e
discuss	l be having our performance and development ion, I would appreciate your putting down s days in advance of our review meeting so th ion.	some specific items you would like to discu	ss. Please return this to me
		Supervisor's Signatu	ure
1.	Major accomplishments and significant contributions made during the past year.		
2.	Are there any ways you feel your job could be improved? If so, what are your suggestions?		
3.	Are you taking any courses or engaging in other activities that you feel will prepare you for more responsibilities in the future?		
4.	In general, how do you feel your department and/or supervisor handles questions, comments and constructive criticism?		
5.	Do you have any goals for the coming year?		
6.	Can you think of any office equipment/supplies your department is lacking that would help you better perform your duties?		
7.	Are there any other comments regarding y general that you wish to make?	your position, department communication, o	or the College in
	Employee's Signature		Date

REVISED 2/03