



**Kenyon College**  
**Employee Preparation for Triennial Performance Review**  
**Discussion Topics**

**1. Goals/Objectives:**

- a. What professional goals or objectives did you have during the review period and what progress did you make in achieving them?
- b. Were there any work-related circumstance(s) or changed operational priorities that affected your ability to meet goals or objectives?
- c. What would you like to accomplish going forward and what is the expected time period?

**2. Self-evaluation:**

- a. What do you view as your strengths? Are there areas in which you believe you could excel or contribute to your position, to the department, or to Kenyon in a different way?
- b. Are there areas in which you believe you could or should improve?

**3. Training and Development:**

- a. Describe any training or professional development you have completed during this review period.
- b. Describe any future plans or requests for training or professional development.

**4. Resources:** What resources, if any, do you need to more efficiently perform the duties of your position?

**5. For those with supervisory responsibility:** Describe any challenges and successes you have had in providing leadership, guidance, and support for your staff.

**6. Other:** Provide any additional comments that might help your supervisor with the topics covered by the Triennial Employee Performance Review form.