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.