Preparing for Your Performance Review:

Consider each of the following questions and respond:

1. What successes have you had since your last review?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. What specific results did you achieve during this period?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. What obstacles have you encountered in your work? Why did these obstacles arise? What can you do about them?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. Do you have the necessary resources to perform productively? What additional resources do you think can help you?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

5. Is there any training you can do that can help you to work more effectively? How can you find this training?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

6. What are your supervisor’s goals? How can you help to achieve these goals?
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   __________________________________________________________
   __________________________________________________________