

NAME:	REVIEW PERIOD:
DEPARTMENT:	JOB TITLE:
RETURN THIS FORM TO YOUR SUPERVISOR BY: _	
What were your major achievements last year?	
What are the areas of your performance on which	you could improve?
what are the areas of your performance on which	r you could improve:
Are there additional skills or knowledge that woulenhance your skill opportunities?	d help you more effectively perform your present job or
What reals do you consist to accountish down the	
What goals do you expect to accomplish during th	<u>le next year?</u>
List the subjects you would like to discuss during y	our annual performance review meeting.