

CLASSIFIED EMPLOYEE SELF REVIEW

To:

From:

Re: Employee/Manager Review Discussion

Review Period:

The Employee/Manager Review Discussion is intended to be a two-way dialogue. To facilitate a more meaningful discussion, please answer the following questions concerning specific subjects you would like to discuss pertaining to your performance and development needs. Please return this information to me by _____, as your input is an important part of the review process.

- 1. What do you think you have done well since your last performance review?**

- 2. What aspects of your performance do you feel you need to improve or do differently?**

- 3. Do you have any questions as to what is expected of you in your job? Please explain.**

4. How can we work together to help you improve in certain areas and to further enhance your strengths?

5. In your current position, what additional training would be helpful in preparing you to do your job more effectively?

6. Is there anything else you would like to discuss during your review meeting?

Comments: