



Employee Name:	Title:
Employee ID:	Time in position:
Department/ School/Unit:	Review Period:
Supervisor:	

The pre-appraisal form is a tool to help you prepare for your performance evaluation discussion with your supervisor. This form is designed to capture the highlights of the last review period and should take no longer than 15-minutes to complete.

Pre-Appraisal Form

Please take time to think about and respond to the questions and give the form to your supervisor before your scheduled performance evaluation meeting. This completed form will be attached to your performance evaluation and kept in your personnel file in Human Resources.

1. List your major accomplishments during the past review period.

2. List any problems/barriers you encountered in your job during the past review period.

3. What, if anything, would you change about your job or responsibilities if you could?

4. What aspects of your job gave you the greatest satisfaction during the past review period?

5. Is there anything your supervisor can do differently to help you in your job (for example, provide feedback, recognize accomplishments, hold more frequent meetings, communicate more or differently)?

6. What will you focus on in the next quarter/year to help you grow and develop in this position or your career? (webinars, training, etc.)

7. Are there other aspects of your job that you would like to discuss during your performance evaluation discussion?

Employee's Signature:

Date:

***Please think of goals for next review period prior to one on one evaluation discussion with your manager,**

*****How to save & submit this form:***

Click 'File' and then 'Save As...'

- 1. Save the fillable review with the following naming convention:
<Last Name>, <First Name>, <Pre Appraisal Form>, <date -- four digit year, two digit month, two digit day>***
- 2. Once completed send it to HR-EmployeeRelations@cua.edu***
- 3. Share feedback with the manager***