



Date

To: Individual Employee

From: Supervisor

RE: Employee Performance Appraisal

In preparation for your employee performance appraisal review scheduled for _____, please take a few minutes and answer the questions below. This appraisal will review your performance from _____ to _____. (Use additional sheets if necessary).

1) Please list all accomplishments during the review period - look through old notes, reviews, calendars, etc.

2) What are your goals to initiate, change, or complete during the upcoming review period? (Please List) _____

3) Are there any suggestions that you have to improve the departmental or County operations?

4) How can your department head or management staff help you with your responsibilities; what more would you like of him/her?
