

AMHERST COLLEGE
Staff Pre-Evaluation Comments

Name _____ Title _____

Name(s) of Supervisor(s) _____

Purpose: This form is provided to help you to think about your job and performance, and gives both you and your supervisor a basis from which to discuss your comments.

_____ PLEASE SEND TO HUMAN RESOURCES _____ PLEASE INCLUDE IN THE DEPARTMENT FILE

A. 1. JOB RESPONSIBILITY

Have your duties and/or responsibilities, as listed in your Job Description significantly changed during the past year?

_____ Yes _____ No

If so, please give examples:

2. PERFORMANCE PLAN RESPONSIBILITY

Have the expectations for your performance changed during the past year?

_____ Yes _____ No

If so, please give examples:

B. WORK SATISFACTION

Are there parts of your Performance Plan that you enjoy doing?

_____ Yes _____ No

Examples:

Are there parts of your Performance Plan that you find difficult?

_____ Yes _____ No

Examples:

C. ABILITY/PERFORMANCE

Assets that you bring to the department (please list):

Describe factors which may have prevented you from performing your job to your satisfaction:

Are there ways in which you feel your work has improved since your last evaluation?

Yes No

Examples:

Do you have abilities/skills that are not currently being used?

Yes No

Examples:

D. SUPERVISOR/EMPLOYEE WORK RELATIONSHIP

Are there ways in which your supervisor can help you to perform your duties and responsibilities more efficiently? Please check any that apply below.

Communication

Training

Equipment/Tools

Other: _____

E. CAREER DEVELOPMENT

Are you interested in other job opportunities at the College?

Yes No

If so, please list areas of interest:

F. Please list any other specific factors that you think should be considered in evaluating your performance:

Signature

Date