

# EMPLOYEE PREP: Performance Reflection



- ⇒ Is my job description up to date?
- ⇒ Are my job requirements clear? Do I know what is expected of me? Am I enjoying my work?
- ⇒ What evidence do I have that shows that I have been performing in the manner that we agreed upon?
- ⇒ What are the key things that I have been doing that my manager does not know about?
- ⇒ What are the things I am most proud of in recent weeks (months, year)?
- ⇒ Are there any problems with my resources, tools, workstation/technology, equipment, or supplies?
- ⇒ Are there any issues with my colleagues, customers, or cross campus partners that impact my ability to do my work?
- ⇒ Do I have personal challenges that have affected or might affect my work that I feel comfortable sharing with my supervisor?
- ⇒ What progress have I made on short-term and long term goals?
- ⇒ What can my manager do to help me do my job better and more efficiently?
- ⇒ Have I received any thank you notes or kudos from others lately?
- ⇒ What in-person or online training have I participated in and what skills have I gained?
- ⇒ What research have I done or articles have I read to keep updated on current trends in my work?
- ⇒ What are the major challenges that prevent me from doing an even better job than I am doing?
- ⇒ Do I have any skills that are not being utilized in my work?
- ⇒ What are my work and learning goals for next year? How can my work-life balance be improved?
- ⇒ What are the ideas I have about improving our department processes?
- ⇒ What colleagues have supported me in my work projects?

# EMPLOYEE PREP: Performance Reflection

