

EMPLOYEE PRE-REVIEW FORM

To be completed by the employee and submitted to the supervisor **prior to** the performance discussion for incorporation into the review meeting.

Employee Name: _____

Date: _____

1. What accomplishments or achievements are you proud of since your last performance review?

2. What is it about your job or performance during this review period that you feel is important for me to know?

3. What job-related goals would you like to accomplish during the upcoming review period?

4. In your day-to-day work activities, how do you demonstrate the Mountaineer Values of Service, Curiosity, Respect, Accountability and Appreciation?

5. Is there anything else regarding your job description or performance you wish to discuss during the development meeting?

Attach additional sheets as necessary.