

# CHECKLIST FOR PERFORMANCE ASSESSMENT PROCESS

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Employee's Name \_\_\_\_\_ Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Unit \_\_\_\_\_  
Review Period \_\_\_\_\_

## AGENDA

## CHECK WHEN COMPLETED

- Discuss the employee's goals and primary responsibilities for the past year. Discuss how they relate to the unit's and/or the University's overall goals and objectives.
  - Discuss employee's strengths/areas for growth category.
  - Discuss employee's significant accomplishments from the past year.
  - Discuss possible ways to improve performance.
  - Discuss barriers to effective work performance and job satisfaction in the past year.
  - Discuss employee's goals and needs for the next review period.
  - Discuss long term career goals and development needs to achieve them.
  - Discuss employee's feedback/suggestions for supervisor.
  - If applicable, discuss employee's funding status and relationship to the University, i.e. specified term, career, etc.
  - Discuss anything else the employee or supervisor would like to address.
  - Complete Performance Assessment Form.   
Attach supplementary documents: Employee Self-Assessment, Performance Plan including goals, Plan for Development, or other accompanying documentation of performance.
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