Annual Review Prep Worksheet

**Name:** **Date:**

**Title:** **Department:**

**Review Checklist:**

* Review goals from previous evaluation period
* Review goal ideas for next evaluation period
* Review employee’s self-evaluation
* Review employee’s constructive feedback for supervisor
* Other?

**Comments:**

* **Employee’s strengths and/or areas for growth**

**Areas of growth**

* **Employee’s barriers to effective work performance and job satisfaction**
* **Employee’s possible work process improvements**
* **Employee’s development and career goals**
* **Employee’s capacity to grow and meet future needs/demands of the changing environment**
* **Questions to ask**
* **Other Recommendations**