

Preparing for Your Performance Review:

Consider each of the following questions and respond:

1. What successes have you had since your last review?

2. What specific results did you achieve during this period?

3. What obstacles have you encountered in your work? Why did these obstacles arise? What can you do about them?

4. Do you have the necessary resources to perform productively? What additional resources do you think can help you?

5. Is there any training you can do that can help you to work more effectively? How can you find this training?

6. What are your supervisor's goals? How can you help to achieve these goals?
