**EMPLOYEE INFORMATION REPORT**

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| **Name:** | **Position Title:** |

(Use additional sheets as necessary)

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| 1. In your opinion, what are your major job-related achievements during the review period? |
| 2. Based on the requirements of your current position, what additional skills, knowledge, equipment, working conditions, or system changes would help you more effectively perform your present job? |
| 3. List any topics you would like to discuss with your supervisor during your performance appraisal conference. |
| 4. What could your supervisor do to aid you in more effectively performing your job? |
| 5. Other comments: Provide any additional information about yourself and your personal desires, goals, or job environment that may be helpful in using your talents in your own and the University’s best interest. |