

6. What goals (specific, measurable, action-oriented, results-driven and time-bound) do you expect to accomplish during the next year?

7. In general, what is your opinion of communication within your department and how could it be enhanced?

8. List the subjects you would like to discuss during your annual performance evaluation meeting.

•

•

•

Section 3: Signatures

Staff Member: _____

Date: _____

Supervisor: _____

Date: _____