**Sample Review Form: Reflection Form Performance Management**

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As a first step in the annual appraisal process, I would like to meet with you to discuss your job achievements since your last performance appraisal, progress on goals established, expectations for the remainder of the year, as well as ways of supporting your future development and progress. In preparation for this meeting, please consider the following questions. Attached is a copy of your current position description to assist you, please review and update as necessary. We will discuss your responses and my preliminary evaluation of your job performance during our meeting. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In order of importance, what do you consider to be your most important job responsibilities?

2. What do you consider your major accomplishment(s) since your last performance appraisal?

3. What are the aspects of your job that you like the best?

4. What are the aspects of your job that you like the least?

5. What do you consider your disappointments during the past year?

6. Are there any changes you would like to see made in your job which would help to increase your effectiveness?

7. What do you consider to be the most important skills and abilities you bring to your job?

8. In what aspects of your present job do you feel you need more experience or training?

9. As we work together, do you feel we have good communication? Are there any changes you would like to see me make as your supervisor that would help you achieve your job and/or career goals?

10. Are there other aspects of your position, your performance, or your career goals that you would like to discuss at this time?