

Employee Checklist for Performance Evaluations

The following is a checklist to help employees prepare for the performance evaluation process.

- ☐ Prepare for the evaluation meeting
 - ☐ Review your performance expectations and goals.
 - ☐ Review your most recent completed evaluation.
 - ☐ Gather and review any written feedback received from others.
 - ☐ Prepare a summary of your accomplishments over the last year.
 - ☐ Come up with goals and objectives for the upcoming year.
 - ☐ Think about your career aspirations.
- ☐ Complete the self-evaluation form
 - ☐ Rate yourself on the year's performance.
 - ☐ Create goals for the upcoming year.
 - ☐ Send the self-evaluation to your manager.
- ☐ Conduct the performance evaluation
 - ☐ Bring a copy of your self-evaluation.
 - ☐ Come with an open mind, ready to listen.
 - ☐ Identify goals and expectations for the upcoming year.
- ☐ Schedule and carry out regular performance check-ins throughout the year