

## 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.
  - 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