

EMPLOYEE'S CHECKLIST FOR PERFORMANCE REVIEW AND DEVELOPMENT

Listed below are some items for your personal consideration which you may wish to discuss during the proposed interview. There may be other items that you feel warrant discussion. If so, you may wish to record these areas on the reverse side of this page.

- Review the Annual Performance Review and Development Plan which will be completed at the conclusion of the interview. A copy of the form may be requested from the Human Resources Office.
- Request any information you need to make a full self-evaluation of your performance.
- Review your position description and note any additions, deletions or changes that you feel are appropriate.
- Review any goals/standards previously established or ones which you feel would be measures of accomplishment.
- Consider your major accomplishments during the review period.
- Assess your performance on any objective outlined, and consider how often and in what manner you demonstrate the performance factors shown on the form.
- Identify changes you would like to see made in your position which would help you increase your effectiveness (ie. responsibilities, procedures, methods, etc.).
- Identify aspects of your position in which you feel you need additional knowledge, experience and/or training and how this could be accomplished.
- Express any Workplace Health and Safety or related concerns you may have.
- Suggest ways in which your capabilities could be more fully utilized.
- Consider your present goals and ambitions relative to your future with The University of Winnipeg.
- Consider ways in which you could be provided with more guidance, direction or support in your present role and/or which would enhance your working relationship.