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| 1. Compare your actual work to your written job description. Do you feel your written job description is an accurate reflection of your day-to-day work and responsibilities? Please explain. |
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| 2. What obstacles or barriers exist that prevent you from accomplishing your work? Please list any possible solutions to overcome these obstacles that you consider. |
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| 3. Are there additional tools, training or development activities that, if provided, would enhance your job performance and improve the quality of work for the department? Please describe. |
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| 4. What skills or areas of interest do you have that you feel are not being fully utilized? |
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| 5. What can your supervisor or the overall division leadership do to better support you in your position? |
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| 6. Share three goals/accomplishments in your work over the past review period/year. |
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| 7. What are your objectives going into the next year (e.g., personal, professional)? |
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| 8. As a part of the formal JCU evaluation process, you will discuss the following areas with your supervisor: Acknowledgement of JCU Mission, Diversity/Inclusion, Job Knowledge, Results Orientation, Quality/Quantity of Work, Initiative, Decision Making/Judgment, Flexibility and Working with/Serving Others. Please reflect on your performance over the last year related to these dimensions and share any accomplishments that stand out for you. |
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