

To: \_\_\_\_\_(staff member, position)

From: \_\_\_\_\_(supervisor)

Date: \_\_\_\_\_

**EAST MISSOURI ACTION AGENCY**  
*An Equal Opportunity Employer*  
**EMPLOYEE PREPARATION AND SELF-APPRAISAL PRIOR TO**  
**ANNUAL PERFORMANCE EVALUATION**

Your annual performance rating will soon be prepared by your supervisor. This evaluation process is designed to ensure that open lines of communication are maintained between supervisors and staff and to ensure that team members receive periodic feedback and encouragement regarding their job performance.

The completed evaluation form will be reviewed by the Department Head (if Department Head is not your supervisor) and by the Executive Director. Prior to the evaluation, you should prepare for it by:

1. Reviewing your position description.
2. Identifying your performance strengths and those areas in which you need improvement.
3. Thinking of ways you may improve your performance.
4. Setting goals and determining the education, training or experience which might be required to reach those goals.
5. Completing this self-appraisal form.

You should complete this form and have it with you when your supervisor talks with you about your performance. You and your supervisor will discuss your comments. If you want this for attached to your performance evaluation, both you and your supervisor should sign it. Your supervisor will attach it to the evaluation. You will receive a copy of your performance evaluation for your personal records and will receive a final copy after your Department Head and the Executive Director finish their reviews.

Your supervisor will be evaluating the factors which determine your performance rating and will be assessing your progress. A constructive discussion between you and your supervisor should produce an understanding regarding any improvements needed in your performance in order to continue your professional development and to enable you to be a more effective team member. The questions on this form are intended to help you prepare for this discussion by having think about your work, your assignments and your capabilities in handling these assignments.

1. What do you consider the most important part of your job?

