

# BENNINGTON COLLEGE

## PERFORMANCE EVALUATION PREPARATION FORM

The purpose of the annual review is to provide an opportunity for you and your supervisor to reflect on the past year as well as your work at Bennington in full, and to identify areas for growth and set goals for the next year. In order to facilitate this conversation between you and your supervisor, reflect in writing on your work for the past year and how it has developed, growth which you have experienced, your life in the community, and any other items of note which have contributed to your time here. It may be helpful to review your job description as well as your professional goals from last year (if applicable). If there are other issues you would like to discuss with your supervisor which are not addressed here, please include them as well.

Employee Name	Office
Position Title	Review Date

### Accomplishments

Please write about your accomplishments in the last year, considering the following questions: What of your work do you feel was most valuable and why? What opportunities have you had for professional development, both in formal training and the course of your work, and what were the results of these opportunities?

Please indicate any prospective updates to your job description, i.e. areas of responsibility you have taken on which are not in your job description, or responsibilities listed which you no longer handle.

**Areas for Growth**

Please write about challenges you have faced on the job, skills and capacities you would like to develop on, and the types of support you believe you would find most valuable. Additionally, reflect on any goals from last year which you do not feel you have met satisfactorily and how we might work towards these goal(s) more effectively.

**Plans for the Future**

What are your goals for the next year and how do you plan to achieve them? How would you like your job to grow and change? Consider your own job satisfaction, the effectiveness of the office/department, and growth into areas of the office/department you would like to be more involved with/professional skills and interests you would like to cultivate.

**Recognition**

Do you feel that you are recognized fairly for the work that you do? What forms of recognition are most valuable to you?

**Other**

Please use this space to answer any specific questions provided by your individual supervisor, and to write on any other matters which you would like to address.

**Please return the completed form to your supervisor.**