

Bluefield State College
Performance Pre-Appraisal Form (Optional) - Classified Employees

TO: _____ **Date:** _____
 Employee's Name

FROM: _____ **(Supervisor's Signature)**

I will be conducting your annual performance appraisal on _____. As I want this to be a two-way discussion, I would appreciate your indicating any specific items you would like to discuss. Completing this form is optional, yet encouraged. If you have items for discussion, please return this form to me several days in advance of our meeting so that I can obtain any additional information that might be helpful to our discussion.

1. Please indicate any specific areas you wish to discuss.

2. Do you have any questions about what is expected of you in your job?

3. Do you feel that you know how your job relates to the College's goals and objectives of your department?

4. Are there any ways that you feel we could improve your present job?

5. In general, how do you feel about communications in our department?

6. Are you taking any courses or engaging in other activities that you feel will prepare you for more responsibilities in the future?

7. Are there any comments or suggestions regarding your job, your progress, or the College that you wish to offer?

Employee's Signature

Date