

Annual Mutual Feedback Conference Form
(Office Technical)
(Permanent Employees)

Date _____

Unit Member _____ Supervisor _____

The questions on this form are to be used as a guide to a constructive dialog between the supervisor and unit member, which is encouraged to occur not less than once annually. The purpose and intent of the evaluation process is to promote professional growth and to provide constructive feedback regarding the unit member's job performance. The evaluation process is not to be used as a tool for the application of discipline. Written comments are not required by either party. However, if written comments are provided, each person receives a copy and it does not become part of the unit member's official personnel file.

1. What have you accomplished to demonstrate:
 - a) Continuous Improvement
 - b) Quality Customer Service
 - c) Team Behavior
2. What are your professional and/or personal goals for the next six (6) months? *(Optional)*
3. Are there any barriers preventing you from completing your job effectively?
4. What helps you get your job done in an efficient manner?
5. Are there problems facing the team right now?
6. What do you enjoy most about your job?
7. What do you enjoy least about your job?
8. What can I do to support you better?
9. Are there any other concerns or issues you'd like to discuss with me at our meeting?

APPENDIX G-2

FOR SUPERVISORS: This space is provided for your optional comments and constructive feedback that you would like to make to the unit member regarding their performance, etc.

Refer to the Performance Appraisal Manual, Appendix E-5, for an explanation of each criterion listed below.

Quality of work

Judgment

Attitude

Working Relationships

Reliability