**Employee Preparation for Annual Performance Evaluation**

**Discussion Topics**

1. Goals/Objectives:
	1. What professional goals or objectives did you have for the past year and what progress did you make in achieving them?
	2. Were there any work-related circumstance(s) or changed operational priorities that affected your ability to meet goals or objectives?
	3. What would you like to accomplish in the year ahead?
2. Self-evaluation:
	1. What do you view as your strengths?
	2. Are there areas in which you believe you could or should improve?
	3. Are there areas in which you believe you could excel or contribute to your position, to the department, or to Dartmouth in a different way?
3. Training and Development:
	1. Describe any training or professional development you have completed in the past year.
	2. Describe any future plans or requests for training or professional development.
4. Resources: What resources, if any, do you need to perform the duties of your position more efficiently?
5. For those with management responsibility: Describe any challenges and successes you have had in providing leadership, guidance, and support for your staff.
6. Other: Provide any additional comments that might help your manager evaluate your performance for this past year and plan for the year ahead.