



*the*  
ANNUAL  
EVALUATION  
*PREPARATION*  
*WORKBOOK*

# Welcome!

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*Believe me, I've had my fair share of poor evaluations. One time in my life I was put on a probation period; and another time I had received such a low mark in that area that my supervisor had considered counseling me out of my gig.*

*As a supervisor, I've had to perform some of those conversations myself. They are not easy. It's much more fun to talk to someone about their talents and strengths. It's really difficult to tell someone directly to their face about their shortcomings.*

*(Oh, and isn't it easier to come up with one over the other?)*

*In this workbook I want to focus on how you as the EMPLOYEE can prepare for your annual job appraisal. If you are a supervisor, I'll bring another article into the world later on for you guys.*

*But since we all work for SOMEONE, let's discuss how to prepare for those annual evaluations.*

# Preparation Work: Your Self Evaluation

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If one of these doesn't exist already, you'll want to consider doing one of your own. Here are some questions to get you started.

How well do you perform your daily responsibilities?

What are your biggest strengths? Your biggest challenges?

What was your biggest achievement this past year?

# Goals and Skills

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List any goals you have for this next evaluation period or skills you wish to achieve. Then check them off once you have accomplished them!

