



FREY FOUNDATION

PRE-REVIEW WORKSHEET

Name _____

Position _____

COMPLETE THIS WORKSHEET AND RETURN TO YOUR TEAM LEADER

SECTION I – KEY JOB ELEMENTS: Describe your job *as you see it* in terms of key elements, i.e., major priorities and important outcomes. (Please do not simply duplicate the responsibilities listed in your job description.) Here are some questions to help you identify the key elements of your job: What important results are expected of you? What does your team leader emphasize? On what items do you spend considerable time and effort?

SECTION II – MAJOR CONTRIBUTIONS: Review and note major contributions you have made during the past year.

- a. These may include an important problem solved, an idea successfully implemented, an improvement in your job, or successful completion of an important assignment.

- b. Further, discuss how your contributions relate back to your stated goals for 2023.

SECTION III – PERFORMANCE DIFFICULTIES: Note “trouble spots,” things that happened that made you less effective than you could be at achieving your goals or key elements of your job. Note any support you need to address these difficulties.

SECTION IV – GOALS: Thinking through your job elements, contributions, and performance difficulties allows sound action planning. Identify 3-5 goals for this year using these guidelines.

- Goals should consist of things you can do to increase your effectiveness or remove performance difficulties.
- Goals should be specific enough so that you know when they have been accomplished.
- Goals should indicate whether further training or professional development would be helpful.

You and your team leader should spend enough time discussing these plans to assure they are realistic and in line with other goals of your department.

SECTION V – ADDITIONAL COMMENTS: If there are further questions or points you would like discussed in your meeting, note them here.