

PERFORMANCE EVALUATION PROGRAM QUESTIONNAIRE

Directions: Place a number in the blank to the left of each statement to indicate the degree to which you believe the statement regarding your last performance evaluation is correct according to the following scale:

1-----2-----3-----4-----5-----6-----7
Disagree Disagree Don't Agree Agree
Strongly Know Strongly

- ___ 1. My supervisor discussed my performance with me in a formal, private, two-way discussion in my last performance evaluation.
- ___ 2. My supervisor gave me advance notice of the performance review conference.
- ___ 3. I was clear from the discussion that the purpose was to help me do a better job and develop my skills and career.
- ___ 4. I felt that I had sufficient opportunity to raise questions and make comments in my review conference.
- ___ 5. My performance was accurately rated in my last review.
- ___ 6. The performance pay program rewards the best performers with a pay increase when funding is available.
- ___ 7. I am clear from my performance reviews and other discussions what my supervisor expects of me.
- ___ 8. My supervisor understands me, my views of the job, and my performance.
- ___ 9. In my last performance review, I was clear on what I had done well and what I could do better in my performance.
- ___ 10. I knew where I stood in my last performance because of on-going feedback and was not surprised at the overall rating of performance.
- ___ 11. My last performance review discussion was a positive, helpful, meaningful meeting.
- ___ 12. My supervisor and I discussed specific training needs for my growth and development on the job and in my career field in my last performance review.
- ___ 13. My supervisor recognized and appreciated my accomplishments and contributions accurately in my last review.
- ___ 14. My supervisor recognizes and appreciates my accomplishments and contributions throughout the year.
- ___ 15. My supervisor gives me feedback on how to do a better job throughout the year and does not wait until performance review time.
- ___ 16. My performance review form is helpful in guiding our performance review discussions to focus on relevant areas of performance and to accurately document performance.
- ___ 17. My performance evaluation form accurately reflects the important aspects of my job performance.
- ___ 18. I know what I can do in my performance to receive a higher performance rating.
- ___ 19. I understand the purposes of the performance evaluation and performance pay programs.

Comments: