**First Performance Plan – Employee Worksheet** Name:

**Note:** This worksheet is not part of your official Performance Plan!

This is just a tool to help you start thinking about your own work, and to help you and your supervisor prepare for your first planning meeting. Giving a copy of the completed worksheet to your supervisor a few days before your meeting will make your discussion as focused and productive as possible.

The purpose of the review process is ***not*** to find things wrong with your work. Instead, you and your supervisor should focus on ways to help the Library provide the best possible service to our communities by making you a stronger employee, and making sure you have the resources and opportunities you need to be successful.

**Your meeting is scheduled for**  .

*(date and time)*

Please fill out this worksheet and return a copy to your supervisor by . *(date)*

**Look over the Essential and Secondary Duties sections of your job description.**

1. Which duties do you feel you perform particularly well?

2. Are there duties you feel you could perform better if you had additional practice, training, or resources?

3. List **major** duties that are not included in your job description (if applicable).

**Look over the Knowledge, Skills and Abilities section of your job description.**

4. Which of these do you feel are your strengths?

*(This can be a hard question to answer. If you’re having trouble, try thinking about it this way:*

*In which areas do your coworkers come to you first when they get stuck or need help?)*

5. Are there areas where strengthening your knowledge, skills or abilities would help you do a better job?

**Look at the Expectations section of your job description.**

This section helps to define what good performance looks like for all of our jobs, and it gives you and your supervisor a road map for what is expected of you in your job, so that you can make sure you are working together toward the same goals.

6. Which expectations do you already meet? Which expectations do you regularly exceed?

7. Are there obstacles that you feel might keep you from meeting a particular expectation?

**Please note any other issues or concerns that you would like to discuss in your meeting.**

In your first planning meeting, you and your supervisor will identify 3-5 objectives for your work in the coming months that will help the Library meet its goals. If completing this worksheet has already given you some ideas, write them down here.