CAROLINE COUNTY COMMISSIONERS
Employee Input Form for Performance Planning and Evaluation
(to be completed by employee)

NAME _____ Department _____ Performance Period

1. Describe the aspects of your job that provide you the *most* satisfaction.

2. Describe the aspects of your job that provide you the *least* satisfaction.

3. Suggest any changes in your role to enhance your contribution to the unit's work.

4. Describe what the supervisor can do to help you improve your performance.

5. List your performance goals.

6. Describe training or other opportunities needed to accomplish your goals.