

Wood County Probationary Performance Evaluation – Employee Questionnaire

☐ Mid ☐ End

(This page to be completed by the Employee)

Your input is a very important part of the performance evaluation process. Answer the questions below and respond on this form or on an additional sheet if needed. Please indicate any other thoughts you might have that would help your Manager(s) understand your concerns and priorities.

Employee Name: _____

Position: _____ Department: _____

Performance Review Date: _____ Time: _____

Submit this completed form to your Manager by ____/____/____.

1. Do you believe your position was represented accurately during your interview? Explain your response.
2. Why do you like working for Wood County?
3. Do you have any questions of what is expected of you in the performance of your essential functions?
4. What part of our job do you like best? Which part do you like least?
5. How do you prefer to receive feedback?
6. Is there anything your manager could do to help you improve your performance?
7. What training or other resources could help improve your job performance?
8. Do you believe you and your co-workers work well together? If not, what are the problems you are experiencing?
9. What motivates you to get your job done?
10. What constructive feedback can you offer, regarding your job, your Manager and/or the working conditions?

Employee Signature

Date