EMPLOYEE INFORMATION REPORT

Date:	**Name:**
Department:	**Position Title:**
1. In your opinion, what are your major job-related achievements during the review period?	
2. Based on the requirements of your current position, what additional skills, knowledge, equipment, working conditions, or system changes would help you more effectively perform your present job?	
3. List any topics you would like to discuss with your supervisor during your performance appraisal conference.	
4. What could your supervisor do to aid you in performing your job more effectively?	
5. Other comments: Provide any additional information about yourself and your personal desires, goals, or job environment that may help us use your talents in your own and DCB's best interest.	