

**REVIEW OF JOB DESCRIPTION
and JOB PERFORMANCE
DEVELOPMENTAL NEEDS AND EMPLOYEE ASPIRATIONS**

DEVELOPMENTAL NEEDS WITHIN THIS POSITION

1. What further development and preparation does this employee need for this current position?

2. What should the employee do to improve his/her performance?

3. What should the organization do to help the employee improve his/her performance?

EMPLOYEE ASPIRATIONS

1. What are the employee's aspirations with the organization/parish?

2. How can the employee prepare himself/herself to achieve these aspirations?

3. What assistance, if any, can the organization/parish give to the employee to pursue these aspirations?

SPECIAL ACHIEVEMENTS/RECOGNITION

RESPONSES

My performance has been discussed with me and I have read the report.

Employee's signature date

Administrator's signature date