

## Performance Update Worksheet

### Performance Planning:

List between three and five general results or broad objectives for which you are responsible.

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Specifically, what must you do to accomplish these results or objectives?

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What skills, attitudes, and behaviors are critical to achieving success in your role? Please identify internal and external training opportunities to support the needed skills, attitudes, and behaviors.

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**Self-Evaluation:**

Explain how you achieved your responsibilities and goals this performance period.

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What challenges made it difficult to meet the performance expectations?

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How did your skills, attitudes, and behaviors contribute to success in your role? Which training(s) contributed to your success?

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**Communications:**

Please comment on your satisfaction with the following: communication regarding expected performance results, business information, general Purdue information, Purdue procedures, or policies? What additional information would you like to hear about?

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