

New Staff Review: Self

Please respond to the items below. You will then meet with your manager to discuss.

Are you enjoying your job? Which aspects of your job do you enjoy most?

Do you face challenges at work (generally and/or in the workplace itself) that hinder your ability to do your best work? What can we do to help you overcome these challenges?

What do you like most about our organization's culture? What can we improve?

Thinking generally about your usual workflow, are the following helping you to do your best work:

	Yes!	Usually	Rarely	Unsure
Internal communication processes and/or tools				
Responsiveness from people you work with				
Amount of responsibility/accountability on projects				
Level of collaboration with others				

If applicable, please provide examples how/where you feel processes or structure could be improved to better facilitate your work flow.

(If applicable) In relation to your team, do you feel you are:

	Yes!	Usually	Rarely	N/A
Communicating effectively with other teammates (using appropriate tools, frequency)				
A contributor in brainstorming/problem solving situations				

Completing tasks and projects on time				
Adding positively to the team's morale/culture				

Comments:

How well do you feel you and your manager are:

	Very good	Usually good	Could use improvement	Unsure
Good listeners for each other				
Approachable and open to questions				
Responsive in providing feedback that is relevant, constructive, timely				
Aware of keeping each other informed/in the loop				
Able to help each other remove obstacles/challenges in our work (eg, reaching compromises/applying new approaches, sharing resources relevant to one another's projects, etc.)				

Comments/Is there anything you would have done differently in any of these areas or others?

Are there ways your manager could improve upon to be more supportive of your work?