

6. Choose two skills you rated yourself “needs work” , describe why you feel that way and what you can do to improve in these areas.
 - a)

 - b)

7. Do you feel like you are contributing to the AS and WWU as a whole through your job? If so, how? If not, please explain and tell us how the organization can support you?

8. Do you find your job professional or personally enriching? How or how not?

9. Is your job providing you with professional or personal skills you can use after your AS experience? Please explain.

10. In what ways/areas would you like/need more support in?

11. Set two specific, position related, goals that you hope to accomplish with the rest of your year. Also, explain how you plan to achieve these goals.
 - a)

 - b)

12. Please explain how you are balancing your student responsibilities and AS responsibilities? Do you feel you are working an appropriate amount of hours for your position (reasonable workload, reasonable compensations for hour worked)?

11. Do you have any suggestions that you feel would improve your office or area?

12. Do you feel like there is camaraderie and teamwork within your group and/or office? What activities have you initiated, or actively participated in, in effort to encourage this atmosphere?

By signing this, I acknowledge that this document has been filled out by the employee, reviewed by the supervisor, discussed between the two, and will be delivered to the Personnel Office.

EMPLOYEE SIGNATURE

(date)

SUPERVISOR SIGNATURE

(date)

Personnel Office Use Only:

Personnel Staff Signature

Date Received