**Staff Activity Form**

If your manager completes the Performance Evaluation form for you, you may wish to use this form to provide information to help them complete the process. Include activities/projects/ points which you believe to be important and which you wish your manager to take into consideration

Employee Name:

Supervisor Name:

**What were the accomplishments this year that you are most proud of?**

**What were the challenges you experienced this year and areas you learned from?**

**Have you made any changes to the way you did your job?**

**Have you attended any OHD training programs? If so how were you able to put these skills into practice over the past year?**

**Are there ways in which your manager or colleagues can further assist you?**

**What challenges do you foresee or would you like to pursue in the coming year?**

**Have you participated in any University committees, projects, Staff Association activities, United Way, etc., that you wish your manager to know about?**