

YOUR TITLE: \_\_\_\_\_

DO YOU HAVE A WRITTEN JOB DESCRIPTION?  Yes  No

IF YES, IS IT ACCURATE WITH WHAT YOU CURRENTLY DO?  Yes  No

IF NO, REVISE ACCORDINGLY TO MATCH WHAT YOU ARE RESPONSIBLE FOR:  (attachment)

DO YOU KNOW HOW YOU ARE EVALUATED, AND BY WHOM?  Yes  No

DO YOU KNOW WHEN YOUR NEXT EVALUATION WILL TAKE PLACE?  Yes  No

DO YOU HAVE EXPECTATIONS FOR A COMPENSATION INCREASE AND/OR TITLE CHANGE?  Yes  No

IF YES, ARE YOU PREPARED TO DISCUSS HOW YOU MET CURRENT OBJECTIVES, AND WHAT THE NEW OBJECTIVES MIGHT BE?  Yes  No

DO YOU UNDERSTAND THE MONETIZATION MODEL AT YOUR COMPANY, AND THE ORGANIZATIONAL CHART?  Yes  No

ARE YOU ABLE TO ARTICULATE AND PROVIDE BACK UP IF REQUESTED AS TO YOUR PERFORMANCE, AS IT RELATES TO, MEETING THE COMPANY AND YOUR SUPERVISOR'S EVALUATION CRITERIA AND EXPECTATIONS?  Yes  No

*EXAMPLE: If 80% of what you are evaluated on is meeting projected schedule and budget projections for your project(s) are you prepared to review those budgets and schedules with validation if asked? Validation would include approve delays with the projects. Excuses for unapproved delays would not count as successfully meeting evaluation criteria and expectations.*

*The other 20% may be based on working well with others and general like attendance, dress code etc.. which you may ace compared to others in your company although it only accounts for 1/5 of meeting full objectives and expectations.*

**“UNDERSTANDING”** may become **“MISUNDERSTANDING”**, if no commitment or no responsibilities are assumed, no specific objectives set, no definite expectations met and common values and interests no longer shared. **MUTUAL UNDERSTANDING** may then, against all odds, end up in heartache, confusion and bewilderment.”

*(“Mutual Understanding”) – Erik Pevernagie*