

SC FORESTRY COMMISSION
EPMS REVIEW SESSION CHECKLIST

Below is a list of items that should be reviewed and discussed with the employee in the performance review session. Be sure to allow and encourage feedback and comments from the employee.

- Position Description
- Job Functions
- Job Duties
- Success Criteria
- Objectives (optional)
- Performance Characteristics and Definitions
- Major accomplishments
- Area(s) that needs improvement
- Employee's performance as it relates to the mission and goals of the Agency
- Overall rating
- Career goals/upward mobility
- Training Plan
- Other feedback

REVISED: 10/31/2012