

# THE CITADEL

## EPMS INPUT DATA SHEET

The following form is for any employee who wishes to provide their supervisor with information that will assist the supervisor during the EPMS process. Use the spaces below to highlight any duties you feel you performed beyond your normal responsibility.

Please complete this form and forward a copy to your supervisor.

Describe your job duties as listed on your Position Description: (Use bullet format)

Discuss how you performed those duties: (Use bullet format)

Use this section to summarize your performance.

List new objectives and personal goals: