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REFLECT – Supervisor Form

Employee Name: Jane Doe

Date: 11/27/18

Time Period Reviewed: 2018

Position Title: DA II

Division and Location: DD/SEMO

Supervisor Name: John Doe

Please complete a form for each of your team members and use it to direct your REFLECT discussions.

- 1. Briefly describe the team member's goals for the past year and how they relate to the job expectations or performance objectives.**

Jane wanted to be certified as a CNA. This allows her to pass meds which provides a two percent increase and she now feels more confident in her abilities to assist our clients so she seems to be more satisfied at work as well.

- 2. List the team member's most noteworthy accomplishments and contributions of the past year. Be sure to list the goals that he or she met and briefly explain how he or she accomplished them.**

Obtaining the CNA certification. Jane had to study for the certification outside of work so this required personal time in order to prepare. Her ability to achieve this within the year shows how motivated she is and helps our facility as we have a hard time filling shifts with employees who have their CNA. Jane's certification has helped us better staff to take care of client needs.



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- 3. List any goals the team member was unable to meet and any other performance challenges he or she experienced this past year. Please explain the circumstances and any steps that were taken to address those challenges.**

Jane was able to meet her goal successfully. She struggled with finding time to study at the beginning due to activities outside of work so we discussed different approaches to getting organized and ways to reserve time for reading. Jane used some of the techniques and was then able to find the time to prepare on a regular basis.

- 4. Do you feel that the team member has grown in their role over the past 12 months? If so, how?**

Yes, Jane enjoyed covering new material and discussing what she had learned. She seems to be reenergized about the work she does and has even expressed interest in becoming an LPN.

- 5. How did you, as a supervisor, assist the team member in meeting his or her goals? Looking forward, is there more you can do to help the team member develop and succeed?**

I offered different suggestions when she hit roadblocks such as time limitations. Fortunately, Jane found some of these to be helpful and she was able to move forward. In the future, I can do a better job of recommending books I've read in order to help me stay focused and motivated to complete a goal.

- 6. Identify the team member's professional development priorities for the coming year. Include skill and performance improvements for his or her current role and, if appropriate, proposals for training or other professional development experiences that would help the team member achieve his or her priorities.**

Jane wants to continue advancing within the field so I believe job shadowing will be helpful so she can determine which route may be best for her. She's one of my top performers so I think the area of focus should be exploring career opportunities/advancement based on certifications or degrees and how additional education would be funded. Depending on the degree, we could possibly offer education reimbursement and would also need to look at how she might need to adjust her schedule.