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REFLECT – Supervisor Form

Employee Name: Jane

Date: 11/27/18

Time Period Reviewed: 02/2018-11/2018

Position Title: Department ADA Coordinator

Division and Location:

Supervisor Name: Belinda

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 began her job with the department in February of this year. Her initial goals were to learn more about all the different work locations in the department and the department's procedures as they relate to the ADA, and to establish relationships with the division directors and identify where she could provide assistance. After several months, her goals were more focused on developing and delivering ADA training to staff and hosting an ADA Coordinator conference for 80 staff members to attend.

- 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.**

Jane did an excellent job meeting and exceeding her goals this year. Through the training she provided to all administrators in the department, she was able to establish relationships and trust with those individuals. She planned and executed a very informative and professional conference in September.



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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.**

It takes longer than a few months to learn all the intricacies of our department, so this will be an ongoing process.

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

Jane has become more comfortable with her role in the department, and more autonomous in handling issues. She has established the relationships that she needed to in order to gain trust, and continues to foster those relationships.

- 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 provided concrete goals and assignments that I felt would help her become more knowledgeable about the department. I was also available to answer questions or talk her through issues so that she could come up with answers on her own.

Looking forward, I think I can continue to encourage her independence and help her identify additional areas where she can provide value to the department.

- 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.**

- Develop and deliver another ADA training to staff (topic TBD by both she and I)
- Continue to foster relationships with ADA coordinators
- Review and provide feedback on all facility emergency plans to ensure they consider disabled staff and clients and are ADA compliant
- Attend ADA training and conferences when feasible (both economically and geographically)