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**REFLECT – Team Member Form**

**Employee Name:** Jane

**Date:** 11/19/201

**Time Period Reviewed:** 1/18-11/18

**Position Title:** ADA Coordinator

**Division and Location:** DHS, Central Office

**Supervisor Name:** Belinda

**Please complete this form and take it to your annual REFLECT conversation.**

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

As I was new to the agency, my goals for the year were to get acclimated to the policies and procedures of DOC, start getting used to completing ADA grievances as they came in, start providing some trainings to the staff, and determining what other issues needed to be addressed as an ADA coordinator. As this is a new position as well, some time is needed to figure out exactly what this position is going to be like. This continues to be an ongoing process.

- 2. List your most noteworthy accomplishments and contributions of the past year. Be sure to list the goals that you met and briefly explain how you accomplished them.**

One of the accomplishments was developing, and providing the “Reasonable Accommodations for Applications and Interviews.” I was able to go out and provide this training to the staff in the different regions. This was a great way to meet the staff, it also allowed them to ask a lot of questions that they had, and to interact face-to-face. I received a lot of feedback saying that they were very appreciative of the fact that I came to them, and that the information was helpful. This also provided a way for me to learn some of the ways things worked (policies and procedures) in the different areas (probation and parole versus the institutions).

Another was the conference that I was able to arrange and put on for all of the ADA coordinators in August of this year. This was a great way to provide information on different issues that I had noted were coming up and felt would be good to be addressed. Overall, I feel the conference was a great success, and received really good feedback from the survey that was sent out.



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Probably the biggest accomplishment that I am proud of is the fact that I have established a reputation with the site coordinators that I am available to them. I have let them know that I am always here for them to call or email, and will get back to them quickly, and will find out the answer to their questions if I don't already know them. While this was not a stated expectation, I believe it is essential for this position.

**3. List any goals you were unable to meet and any other performance challenges you experienced this past year. Please explain the circumstances and any steps that were taken to address those challenges.**

I don't know that there were really any goals that I haven't met this year. Probably the biggest performance challenge I had was learning to navigate some of the different personalities. Initially, I always fell back on you as my supervisor, and you always supported me and were very clear to others as to what my position was about which was critical during these times (thank you by the way). As time went on, I attempted to handle it as much as I could on my own, but still have had to involve others at times. I do feel this has improved at this time, and feel it is at a good place. However, I am sure this is going to be an area that I continue to grow in.

**4. Do you feel that you have grown in your role over the past 12 months? If so, how?**

I definitely feel I have grown. When I came into the job I was very confident in my ability to provide accommodations to those with disabilities, and the ADA law in the public setting. Now, I feel I am much more confident in using this knowledge with the Department of Corrections. I feel that I have a fairly good working knowledge of the policies and procedures, and how what I do fits into the department.

**5. How did your supervisor assist you in meeting your goals? Looking forward, what can he or she do to help you develop and succeed?**

I feel that main thing my supervisor did was to simply support my position to others. She "had my back" so to speak. It was hard when I came into the position, because people were used to going to her for things, and there were growing pains with that. She also allows me the autonomy to do my job, but is there if I need to ask questions.



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- 6. Identify your professional development priorities for the coming year. Include skill and performance improvements for your current role and, if appropriate, proposals for training or other professional development experiences that would help you achieve your priorities.**

I would like to learn how to develop better training modules. I think what I put together is fine, but sometimes I wonder if I could do better. I have had no formal training in this, and would like to improve my skill level. I would like to revamp several of our trainings.