**REFLECT – Team Member Form**

**Employee Name:**

**Date:**

**Time Period Reviewed:**

**Position Title:**

**Division and Location:**

**Supervisor Name:**

**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**.

1. **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.**

1. **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.**

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

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

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