**What Is Reflect?**

Voiceover: What is Reflect?

Team Member: REFLECT is the conversation between a supervisor and a team member that takes place once a year.

Team Member: During this conversation, the team member does several things.

Team Member: They reflect on his or her professional development in the past year.

Team Member: They reflect on their main responsibilities in his or her current role.

Team Member: Lastly, they reflect on his or her goals for the coming year.

Voiceover: The team member and supervisor will both prepare for the conversation.

Team Member: There will be a simple, short list of questions to answer.

Voiceover: The REFLECT conversation then focuses on both peoples responses to those questions.

Team Member: Since there is more ground to cover than a monthly ENGAGE conversation, a REFLECT conversation will take a bit longer than normal. Probably about 30 – 45 minutes for the conversation itself.

Team Member: Expect some more preparation time too.

**Why REFLECT?**

Team Member: Everyone’s professional development path is different.

Team Member: Something that is easy for you, may be hard for someone else. And vice versa.

Team Member: That’s why we need to step back every once in a while to consider where we’ve been, where we are going, and how to get there.

Team Member: We also need to confirm or update our job expectations.

Team Member: That is why we want to take the time to REFLECT once a year.

**When to REFLECT?**

Team Member: Beginning January 2019, a team members REFLECT conversation will take place once a year in the anniversary month in which the team member was hired for their current position.

Team Member: For example, if you started in your current role in March, then you’ll have your REFLECT conversation in March as well.

Team Member: Supervisors will be able to see a Team Members anniversary date on the ENGAGE Tracking Tool.

Team Member: Should I take notes during the REFLECT meeting? Where will the REFELCT notes be filed?

Team Member: As with all ENGAGE conversations, it is up to you whether you want to take notes during the meeting. If you choose to take notes, we encourage you to keep them with your ENGAGE notebook. We encourage all supervisors and team members to keep a copy of both sets of questions and answers.

Team Member: These combined with the REFLECT notes will provide a useful reference in preparing for ENGAGE conversations during the year.

Team Member: Unless you work in parts of the Department of Social Services, Department of Mental Health, or Department of Public Safety that needs special documentation for accreditation purposes, you should NOT file REFLECT notes or questionnaires if office, personnel, or performance files.

**Where to Learn More?**

Team Member: Like other questions about ENGAGE, check out the website at Engage.Mo.Gov

Team Member: There you can find a detailed document of frequently asked questions about REFLECT.

Team Member: Also, look for videos on REFLECT and if you ever have any questions, you can always send the ENGAGE team feedback via the form on the ENGAGE website.

Team Member: Thanks for all you’ve done to make ENGAGE a success.

Team Member: Let’s keep getting better together.