**Reed College GOAL/DEVELOPMENT Review**

**Employee Name:**

**Supervisor Name:**

**Date of Discussion:**

**LOOKING BACK**

**GOAL 1:**[What you and your supervisor intended for you to do, including why, by when and how you would measure the goal or know it’s accomplished.]

Employee:  [A brief 1-2 sentence self-assessment of progress towards the goal.]

Supervisor:  [A brief 1-2 sentence supervisor assessment and a comment on the significance of the goal.]

**GOAL 2**:

Employee:

Supervisor:

**GOAL 3**:

Employee:

Supervisor:

**GOAL 4**:

Employee:

Supervisor:

**GOAL 5**:

Employee:

Supervisor:

 **In the next three months, what are you looking forward to, at work?**

Employee:

**In the next three months, what are you most worried about, at work?**

Employee:

**What is one meaningful thing that you could start doing in the next week or so that would make you more effective at work?**

Employee:

Supervisor:

**What is one meaningful thing that your supervisor could provide in the next week or so that would help you be more effective at work?**

Employee:

**[If you are a supervisor] What are you working on to become a better manager for your direct reports?**

Employee:

Supervisor:

**LOOKING AHEAD**

**GOAL 1**:  [What you and your supervisor intend for you to do, including why, by when and how you will measure the goal or know it’s accomplished.]

**GOAL 2**:

**GOAL 3**:

**GOAL 4**:

**GOAL 5**:

**OVERALL ASSESSMENT**

[Either employee or supervisor can enter optional comments here.]

By our signatures below, we confirm that we have met in person to complete agoal/development review discussion, we both contributed to the creation of this document, and both of us have received a copy of the final version.

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Employee Signature Supervisor Signature

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Date Date