**Reed College Performance Planning and Review Discussion Form**

**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:

**When you come to work each day, what do you look forward to?**

Employee:

**What is one (or more) meaningful thing that you could start doing in the next six months that would make you more effective at work?**

Employee:

Supervisor:

**What can I, as your supervisor, do to make your experience at work better for you?**

Employee:

**If you are a supervisor, what are you working on to become a better manager to your direct reports?**

Employee:

**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 aperformance planning and review discussion, we both contributed to the creation of this document and both of us have received a copy of the final version of this document.

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Employee Signature Supervisor Signature

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Date Date