What is REFLECT?

REFLECT is the name for the ENGAGE conversation between a supervisor and a team member that takes place once a year. During this conversation the team member does several things. They reflect upon his or her professional development in the past year, they reflect on their main responsibilities in his or her current role, and lastly they reflect on his or her goals for the coming year. The team member and supervisor will both prepare for the conversation. There will be a simple, short list of questions to answer. The REFLECT conversation then focuses on both peoples responses to those questions.

Since there is more ground to cover than regular monthly ENGAGE conversations a REFLECT conversation will take a bit longer than normal. Probably about 30-45 minutes for the conversation itself. Expect some more preparation time, too.

Why REFLECT?

Everyone’s professional development path is different. Something that is easy for you may be hard for somebody else. And vice versa.

That’s why we need to step back every once and a while to consider where we have been, where we are going, and how to get there. We also need to confirm or update our job expectations.

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

When to REFLECT?

Beginning January 2019, a team member’s REFLECT conversation will take place once a year. It will be in the anniversary month in which the team member was hired for their current position.

For example, if you started in your current role in March, then you will have your REFLECT conversation in March as well.

Supervisors will be able see a team member’s anniversary date on the ENGAGE tracking tool.

Should I take notes during the REFLECT meeting? Where will REFLECT notes be filed?

As with all ENGAGE conversations it is up to you whether you want to take notes during this 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. These combined with the REFLECT notes will provide a useful reference in preparing for ENGAGE conversations during the year.

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

Where can I learn more about RELFECT?

Like other questions about ENGAGE, check out the website at engage.mo.gov. There you can find a detailed document with frequently asked questions about REFLECT. Also look for videos on REFLECT and if you ever have any other questions you can always send the ENGAGE team feedback via the form on the ENGAGE website.

Thanks for all that you have done to make ENGAGE a success! Let’s keep getting better together!