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**REFLECT – Team Member Form**

**Employee Name: Jane Doe**

**Date: 11/27/18**

**Time Period Reviewed: 2018**

**Position Title: Developmental Assistant II**

**Division and Location: DD/SEMO**

**Supervisor Name: John Doe**

**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.**

To be certified as a Certified Nursing Assistant (CNA) to better assist our clients who may need additional help in caring for themselves.

- 2. 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.**

Being a certified nursing assistant allows me to help clients with healthcare needs under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN).

- 3. 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.**

N/A

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

I'm more confident in assisting clients in their daily activities that might have trouble with on their own, such as bathing themselves.



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

My supervisor is a Registered Nurse (RN). Giving her experience in the medical field she was a great source for questions that were specific towards our clients.

I don't know that my supervisor could have done more to help me succeed. She always answered my question(s) and never made me feel that it was a waste of her time.

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

My goals for the coming year is to look into the possibilities of becoming an RN or LPN to take on a supervisory role.