**This is where you document the completion of the current performance and development cycle. Review the conversations you’ve had over the last 12 months and then complete the following sections.**

What went well? Summarize achievements or progress made towards meeting goals and learning objectives.

What could have been better? Identify any unexpected barriers or challenges and what needs to be done to address them. Bring any outstanding goals forward for the next performance development cycle.

Additional accomplishments, contributions and key strengths.

Employee feedback for Supervisor: Looking at the department as a whole, what could be done differently? What would make the department more effective? As a supervisor, how can I better support you and the team?

Supervisor Comments

Employee comments

Schedule into your calendars a meeting for STEP 1 of the next performance and development cycle.

Print or save all completed forms (STEP 1, STEP 2 and STEP 3) and place in department file for reference.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_