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| **EMPLOYEE NAME** |  | **DATE:** |  |

**This is where you document the completion of the current performance and development cycle.** Review your notes from your Step 2 conversations then complete the following sections.

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

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

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**Share learning, actions and contributions related to** [**UVic’s Equity Action Plan or Indigenous Plan**](https://www.uvic.ca/about-uvic/university-plans/index.php) **.**

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**Employee feedback for Supervisor: Looking at the department as a whole, what could be done differently? How could your supervisor better support you and the team?**

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**Supervisor Summary Comments**

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**Employee Summary Comments**

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**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.**

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| **EMPLOYEE SIGNATURE:** |  | **SUPERVISOR SIGNATURE:** |  |

Initiate new cycle with [**STEP 1** forms](http://www.uvic.ca/hr/assets/docs/pdc/PDC_Step1.docx)