

**Elevate Samford**  
**Annual Employee Reflection Form**  
**Completion Guide**

**Purpose of This Guide**

This guide helps you complete the Annual Employee Reflection Form thoughtfully and effectively. **Be sure to submit it to your supervisor prior to your review meeting.**

Your reflections will:

- Prepare you and your supervisor to have a meaningful conversation
- Help you articulate your accomplishments, growth, and aspirations
- Connect your work to Samford mission and values

**Overview: Two Parts**

**Part 1** | Reflecting on This Past Year - Look backward at accomplishments, challenges, and lessons learned

**Part 2** | Looking Ahead to the Coming Year - Look forward to goals, development, and aspirations

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**PART 1: Reflecting on This Past Year**

**Section 1A: Successful Tasks, Responsibilities, and/or Projects**

**What to include:**

- Projects you completed successfully (large or small)
- Responsibilities you handled well or grew into
- Tasks where you received positive feedback
- Contributions that helped your team or department

Reflection Questions:

- What am I most proud of this year?
- What projects or goals did I complete?
- When did a colleague, supervisor, or student recognize my work?
- How did my work contribute to my departments, teams or the institutions' goals?
- How did I demonstrate Samford values this year?

Example: " I led the implementation of a new data management system for our department that improved reporting accuracy by 30% and reduced manual data entry by 15 hours per week. This reflected our value of excellence by ensuring reliable information for decision-making. The system has been adopted by three other departments, and I received recognition from the VP for championing this innovation."

**Tip:** Be specific. Use concrete examples rather than general statements. Include names of projects, dates, or outcomes when possible.

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**Section 1B: Challenges I Faced and Lessons Learned**

**What to include:**

- Obstacles you overcame
- Situations that stretched you or taught you something
- Times you had to adapt or learn a new skill
- Difficult conversations or conflicts you handled
- Areas where you struggled and what you learned

Reflection Questions:

- What was difficult this year, and how did I respond?
- What did I learn from a challenging situation?
- How did I grow from a mistake or setback?
- What skill or knowledge did I gain?
- How will this lesson help me in the coming year?

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Example: "I struggled with time management when balancing multiple projects in Q2. I learned to use a priority matrix and weekly planning sessions. This helped me meet deadlines while maintaining quality. I plan to continue this practice."

**Tip:** Challenges are part of honest reflection. Describe what happened, what you learned, and what still needs attention or improvement.

## **PART 2: Looking Ahead to the Coming Year**

### **Section 2A: Skills or Competencies I Want to Develop**

#### **What to include:**

- Technical skills (software, systems, processes)
- Soft skills (communication, leadership, problem-solving, time management)
- Knowledge gaps you want to fill
- Skills that would help you succeed in a your current or a future role
- Areas where you received feedback to improve

#### Reflection Questions:

- What skill would make me more effective in my current role?
- What skill would help me take on more responsibility?
- What was mentioned in feedback that I want to improve?
- What skill would support a career goal I have?
- What skill would make me more valuable to the team?

Example: "I want to develop my public speaking skills. I have noticed I hesitate in large meetings. Developing this skill would help me present our department's work to campus partners and prepare me for potential leadership roles."

**Tip:** Be realistic. Focus on 2-3 key competencies rather than a long list. Think about how each skill supports your role and goals.

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### Section 2B: New Responsibilities or Projects I Would Like to Take On

#### What to include:

- Projects that interest you
- Committees or initiatives you would like to join
- Leadership opportunities you may be ready for
- Tasks and responsibilities that excite you
- Roles that would stretch you in positive ways

#### Reflection Questions:

- What new responsibility would energize me?
- Where could I contribute beyond my current role?
- What project aligns with my strengths and interests?
- How could I add more value to my department?

Example: "I want to lead a departmental quality review process that identifies and eliminates bottlenecks in our operations. This reflects our value of excellence and demonstrates our stewardship by continuously improving how we serve the university community."

**Tip:** Show ambition thoughtfully. Be specific about what excites you and why you are ready.

### Section 2C: Professional Development Opportunities

#### What to include:

- Online Podcast, Books by subject matter experts
- Internal training programs
- LinkedIn Learning or online courses
- Conferences, workshops, or certifications
- Professional associations or networking groups

#### Reflection Questions:

- What training would help me develop the skills I mentioned?
- Are there LinkedIn Learning courses relevant to my goals?
- Would a certification strengthen my credentials?
- Is there a conference in my field I would like to attend, and could the information learned benefit the department?

Example: "I am interested in attending at least one training session offered during Staff Development Week and the Leading Through Change virtual workshop in October."

**Tip:** Research before completing. Look for courses, workshops, and resources that align with your goals. Remember that supervisors will consider cost, location, timing, and business need when evaluating requests. Be specific about how each resource supports your role and department goals. Your supervisor may ask how you plan to apply or share what you learn.

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### Section 2D: Tools, Resources, or Information That Would Help You Succeed

#### **What to include:**

- Software, tools, or technology you need
- Information or clarification from leadership

#### Reflection Questions:

- What do I need to do my job better?
- What barriers do I face that my supervisor could help remove?
- What information or guidance would help me succeed?

Example: "I would benefit from clarification on the new budget approval process. I would also like details regarding how I can use our library."

**Tip:** Be practical. Help your supervisor understand what you need to succeed. This conversation is collaborative problem-solving.

### Section 2E: Ways I Want to Contribute More to Samford Mission and Department Goals

#### **What to include:**

- Ideas to improve student experience or outcomes
- Ways to strengthen department culture or collaboration
- Innovations or efficiencies you want to implement
- Service opportunities aligned with Samford values
- How you want to embody Samford Christ-centered mission

#### Reflection Questions:

- How can I better support Samford's mission next year?
- What improvement would benefit students or our department?
- How can I strengthen our team culture?
- What innovation could we implement?
- How can I live Samford values more fully in my work?

Example: "I would like to help improve one department process that directly affects students, employees, or campus partners. By identifying areas where communication, response time, or service can be strengthened, I can support Samford's mission of serving others while also helping our department meet its goals more effectively."

**Tip:** Connect to Samford. Show how your aspirations align with the university mission and values. This demonstrates commitment and engagement.

## **Tips for Writing Your Reflection**

- Be honest and authentic - your supervisor wants to know the real you

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- Use specific examples and concrete details
- Connect individual goals to department and university goals
- Write in first person and use your authentic voice
- Proofread before your meeting

### **Preparing for Your Review Meeting**

**Submit your completed reflection form to your supervisor before your scheduled meeting.**

Think about 2-3 key takeaways from the year

**This conversation is collaborative. Be ready to discuss your reflections, goals, and development interests. Also be open to your supervisor's feedback. Your supervisor may affirm, adjust, delay, or suggest different goals, resources, or development opportunities based on your current performance, role expectations, and department needs.**

**Ready? Start reflecting!**

*Your responses set the foundation for meaningful growth and development.*