

Samford University Annual Performance Review

Employee Reflection Form

This form helps you prepare for your annual performance review and serves as a foundation for your Individual Development Plan (IDP). Please complete this thoughtfully and bring it to your meeting with your supervisor. Use this as an opportunity to reflect on the past year and look ahead to your goals and aspirations for the coming year.

Employee Name:	
Employee SUID:	
Position Title:	
Review Date:	

Part 1: Reflecting on This Past Year

Think about your accomplishments, challenges, and growth over the past year.

1A: Successful tasks, responsibilities, and/or projects I have completed:

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1B: Challenges I faced and lessons learned:

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Part 2: Looking Ahead to the Coming Year

Consider your goals and aspirations for professional growth and development in the upcoming year.

2A: Skills or competencies I want to develop:
2B: New responsibilities or projects I would like to take on:
2C: Professional development opportunities I am interested in, including on-campus training, LinkedIn Learning, webinars, certifications, conferences, or other learning experiences:
2D: Tools, resources, or information that would help me be successful:
2E: Ways I want to contribute more to Samford's mission and my department's goals:

Signature _____

Date _____