

## Tips and inspiration for your reflective report in the annual consultation

In preparation for the annual consultation, you look back on the past year and reflect on what this means for you for the coming period. Your reflection consists of three parts:

1. The *performance goals* or agreements you made in the previous annual consultation. Did you realize your goals? What went well, what went less well and what does this mean for the agreements you want to make for the coming period?  
If you have filled in performance goals, they will automatically become visible in the annual consultation form. In the service portal you can read how to create performance goals (search for: performance goals).
2. Your *development goals*. How have you worked on your development goals in the past period? Are you on track, do you need feedback or help?  
The development goals are also automatically visible on the annual consultation form. In the service portal you can read how to create development goals (search for: development goals).
3. A *reflection report*. Did anything stand out or was anything especially important to you and why? Was there anything that made a big impression? What are you proud of? By taking the time to reflect on these questions you can start making plans for the future, for example regarding how you could put your talents to more good use or how you might boost your job satisfaction. What would you like to do more often, less often, or differently? What do you need from your supervisor or your colleagues to achieve this? A good reflection will help you and your supervisor to be well prepared for the annual consultation and will allow you to make useful agreements together for the coming year.

You can enter your reflection directly into the text blocks in the annual consultation form, or copy and paste from a Word document. You can also add an attachment to the form, such as feedback you have received over the past year. You add an attachment via the paperclip in the top right corner, in the step: input employee.

If you find it hard to write a reflection, then start with the questions below. They have been grouped into themes. You can use the questions to come up with ideas, but you can also answer them and decide later what you would like to include in your reflection. You can also ask your colleagues what they noticed in your work recently, or ask for targeted feedback on a competence or skill you have been working on. Also go over your calendar and any notes, to make sure you are not just reflecting on recent events. And think about whether there might be anything that you consider self-evident, but that your supervisor might not be aware of and decide whether this information might be useful for your annual consultation.

### *Job performance*

1. Looking back on the previous year, what are you proud of? Why?
2. What were times when you enjoyed your job or felt satisfied with your work? What were times when you were not as happy?
3. What allows you to perform better or enjoy your work more? What might cause you to do less well or what might negatively affect your job satisfaction?
4. At what times or in what tasks could you not meet the expectations of yourself or your supervisor? What causes do you see?
5. Review the agreements made in the previous year: which agreements have not yet been fulfilled or turned out differently than expected?
6. What are your objectives for the coming period? How do these objectives contribute to your team or your department?
7. What feedback have you asked for or been given in the previous period? How has this helped you?

### *Cooperation in your team*

1. Which colleagues do you consider to be a part of your team? Or do you work for multiple teams?
2. What is your role in this team or these teams? Is this the role that is best suited to your talents? Would you prefer to have another role, or to try out another role?
3. How is the cooperation in your team? Do you feel valued and safe?
4. When did the cooperation not go well? What went wrong? What else would you do in the future in such a situation?
5. How have you contributed to someone else's success? And how have others contributed to your success? How might this be done even more successfully?

### *Cooperation with your supervisor*

1. Is it clear to you what your supervisor expects of you? If not, how does this influence your work? What could be improved?
2. Do you have easy access to your supervisor and is he or she available when you have questions or problems? Do you have enough opportunities to confer? Are you getting enough feedback?
3. Which moments were characteristic for the support you get from your supervisor?

### *Development*

1. Look back on what you were proud of in the previous period or what gave you a lot of job satisfaction. Why was this a positive experience for you? What skill or talent allowed you to perform your work really well or to truly enjoy your job? Are there ways to use this skill or talent more?
2. Also look back at tasks or situations in which you could not meet expectations. What competence or skill were you missing at that time? How would you like to develop it?
3. Which aspects of your work are harder for you? What is the reason and how does this influence your work? Or the work of others? What do you see as the solution?
4. If you look more than a year into the future, what do you think you will be interested in doing? Would you like to gain more experience in a specific part of your job or would you like to try out another role? Would you like to gain more in-depth knowledge or learn more about other areas, or transfer your expertise to others?
5. What do you need to perform even better in your job?
6. Which talents are you not using or not using enough in your job?
7. What do your colleagues consider to be your strengths? Are you using them enough in your job? And what points do your colleagues mention as your development points? Do you also see this as development points?

In the [VU Learning Management System](#) you will find various training courses that can help you prepare for your annual consultation, such as:

- Test yourself: gain more insight into your strengths and talents and discover how small adjustments can lead to great changes
- Module 5 of 'Het goede gesprek' (Dutch only) about reflection and personal development
- Enjoy Your Job
- Do Your Thing Be Happy

Check out the LMS for more training courses that could benefit your career.