

REFLECTIVE REPORT FOR SUPPORT STAFF

Name:

Date of consultation:

REFLECTIVE REPORT

Write a report in which you reflect on the previous period and look forward to the coming year. Describe what was important or striking for you about your performance and what you are proud of. Consider what this means for the coming period: what would you like to do more often, less often, or differently, and what do you need? Make sure to pay attention to the cooperation with your supervisor, your role on the team or department, your contribution to someone else's success and the agreements you have made. Also think about how you would like to develop in the coming period, or how you would like to deepen or broaden your expertise in your current job or in preparation for a next step. There is no prescribed format for the reflection. You can use this form or create your own document. Write in the style that suits you. There are no requirements for the minimum or maximum size of your reflection: the guideline is one to two A4 pages.

AGENDA

Which points would you like to discuss during the annual consultation? Think about personal development goals, new ancillary activities, workload or the cooperation with your supervisor and colleagues.

Save this form as a PDF and upload it to **tab A** in the self-service option **Annual consultation**, preparation and agreements in the previous review period. You can also copy and paste the text into one of the fields in tab A of the self-service option.