Guided Conversation Outline for Annual Review

Review

- Successes, accomplishments
- Needs: materials, equipment, supplies, etc.
- Barriers to effective work performance and job satisfaction
- Possible work process improvements
- Anticipated needs due to changing work environment
- Other items/issues

Collaboratively discuss and complete Annual Review of Professional Development Plan

- Review Goal and Action Steps
- Discuss progress indicators or information learned (data, evidence, etc.)
- How has this learning been shared or applied?
- Revisions or modifications of plan

Feedback/Next Steps

- For employee
- For evaluator

This is a working document and is NOT filed in the employee's personnel file.