



South Puget Sound
COMMUNITY COLLEGE

Annual Review & Reflection

Employee Name:

Supervisor:

Empl ID:

Position:

Purpose

The Annual Review & Reflection provides administrative and exempt employees with an opportunity to reflect on their achievements, contributions, and professional growth over the past year, and to plan for the year ahead. This process supports a collaborative conversation between the employee and supervisor, aligning individual goals with the College's mission, strategic priorities, and commitment to student and community success.

The review encourages:

- Recognition of accomplishments and contributions to the College and team success.
- Identification of challenges and opportunities for growth.
- Goal setting that aligns with institutional priorities and supports professional development.

Timeline

Reviews are completed annually on a rolling schedule based on each employee's hire date. For example, an employee hired on December 1 will complete their review by December of each year. Completed reviews should be submitted to Human Resources for recordkeeping.

Process

The review consists of two parts:

1. **Employee Reflection** – The employee completes each section, reflecting on the past year's work and future goals.
2. **Supervisor Feedback** – The supervisor reviews the employee's responses, provides feedback, and meets with the employee to discuss the review.

Acknowledgment

By signing below, I acknowledge that I have received and reviewed the feedback provided by my supervisor in connection with this Annual Reflection & Review. My signature confirms that the contents have been discussed with me, and I understand that it does not signify agreement with the feedback or evaluation provided. I further acknowledge that this form is to be signed only after I have reviewed all pages contained herein.

Signatures

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Section 1 – Accomplishments & Impact

Employee Reflection:

In this section, reflect on progress you made in the past year. Consider your contributions to team success, innovation, and leadership. Please use data, strategic plan, and departmental and/or personal goals to tell your story.

Employee Response:

Supervisor Feedback:



Section 2 – Challenges & Growth

Employee Reflection:

In this section, reflect on the biggest challenges you navigated last year. Consider barriers you faced and how you overcame them. Please share what you learned about yourself through this experience. Identify any resources, training or support that was or would have been helpful.

Employee Response:

Supervisor Feedback:



Section 3 – Looking Ahead & Goals

Employee Reflection:

In this section, outline your goals and key projects for the upcoming year. Consider how your work aligns with the college's mission and core themes. Please share opportunities you would like to pursue next year, and how those opportunities support your long-term professional goals. Include how your supervisor can support you in achieving these goals.

Employee Response:

Supervisor Feedback: