|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |

|  |  |
| --- | --- |
| **GOAL SETTING** | |
| Utilise this section to outline goals for the upcoming review period. Consider aligning your goals to the [**Flinders University 2025 Agenda**](https://www.flinders.edu.au/content/dam/documents/about/strategic-plan/Flinders-University-2025-Agenda.pdf) or other goals set at your College, Department or Team Level. | |
| **Goal #1** |  |
| **Goal #2** |  |
| **Goal #3** |  |

|  |  |
| --- | --- |
| **REVIEW** | |
| Use this section to reflect on the Review period and the progress you’ve made towards achieving the goals you set. | |
| **University Values**  How have you demonstrated the University’s Values |  |
| **Achievements**  Comment on major achievements in the last year |  |
| **Opportunities**  Provide suggestions / solutions around barriers and work improvements to further enhance your performance |  |

|  |  |  |
| --- | --- | --- |
| **COMMENTS** | | |
| Use this section to capture overall comments from on your Review, including comments from your supervisor. | | |
| **Staff Member** |  |
| **Supervisor** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **APPROVAL** | | | |
| **Staff Member Signature** |  | **Date** |  |
| **Supervisor Signature** |  | **Date** |  |

Congratulations on completing your Review. Once you and your supervisor have finalised the Review, please upload a copy to Workday – follow the instructions [here](https://staff.flinders.edu.au/content/dam/staff/documents/workday-user-guides/workday/Workday%20User%20Guide%20Add%20Certificate.pdf).