Fall 2020 Collaborative Review Form

The primary focus of this form is for the staff member and their direct supervisor to check-in and reflect on the adjustments of working during the COVID-19 pandemic along with looking forward and setting goals for the second half of the academic year.

1. The staff member answers questions within section one and then submit to their supervisor.
2. The supervisor will complete section two and return to the staff member for their review.
3. After the staff member’s review, a virtual, telephonic, or socially distanced in-person meeting should occur to discuss.

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<td>Employee Name</td>
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<td>Position/Title</td>
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<td>Direct Supervisor</td>
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Questions for Staff Member:

- How are you, personally, adjusting to the University’s altered fall semester and working environment?

- Do you feel you have the resources to perform your work effectively? Is there anything I, as your supervisor, can assist you with?
• What are your goals (new and ongoing) for the upcoming year?

• Looking forward, how can I, as your supervisor, help you meet your goals?

Questions for Supervisor:

• What will you do to help the staff member meet his/her goals defined above?

• Is there something you would like to see the staff member learn or gain more experience with?
• Do you have concerns about the staff member? If so, what will you do to help the staff member overcome these concerns?

• Are there any specific actions that need to be taken by the staff member related to the concerns above? If so, define the timeline for the specific actions.

• Any additional comments?

Review meeting date

We acknowledge that we have collaboratively reviewed our goals, accomplishments, and concerns herein and have received a copy of this review.

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<td>Supervisor signature</td>
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• After the signatures above have been captured, a copy will need to be scanned and sent to Human Resources to be maintained electronically.

Revised 10/2020
The University Purpose

The University of the South is an institution of the Episcopal Church dedicated to the pursuit of knowledge, understanding, and wisdom in close community and in full freedom of inquiry, and enlightened by Christian faith in the Anglican tradition, welcoming individuals from all backgrounds, to the end that students be prepared to search for truth, seek justice, preserve liberty under law, and serve God and humanity.

The College of Arts and Sciences is committed to the development of the whole person through a liberal arts education of the highest quality. Outstanding students work closely with distinguished and diverse faculty in a demanding course of humane and scientific study that prepares them for lives of achievement and service. Providing rich opportunities for leadership and intellectual and spiritual growth, while grounding its community on a pledge of honor, Sewanee enables students to live with grace, integrity, and a reverent concern for the world.

The School of Theology educates women and men to serve the broad whole of the Episcopal Church in ordained and lay vocations. The School develops leaders who are learned, skilled, informed by the Word of God, and committed to the mission of Christ’s church, in the Anglican tradition of forming disciples through a common life of prayer, learning, and service. Sewanee’s seminary education and world-wide programs equip people for ministry through the gift of theological reflection in community.

Revised 10/2020