

Spring—Collaborative Review Form
Service Staff—Refocus of Purpose

The **primary purpose** of this review form is for the staff member and their direct supervisor to reflect on previous goals and set a purpose for the upcoming goals.

The **primary goal** is to focus on the ongoing development of the staff member and for the supervisor to play an active role in this journey.

Date	
Employee Name	
Position/Title	
Direct Supervisor	

Staff Member

What are your goals for the upcoming year?

What can your supervisor do to help you achieve goals?

Any additional comments?

Supervisor

	Needs Improvement	Meets Expectations	Exceeds Expectations	Comments
Job Knowledge				
Work Quality				
Attendance & Punctuality				
Initiative & Work Quantity				
Customer Service Skills				
Communication & Listening				
Overall Rating				

If “needs improvement” was marked above, 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	
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We acknowledge that we have collaboratively reviewed our goals, accomplishments, and concerns herein and have received a copy of this review.

Employee signature		Signature date	
Supervisor signature		Signature date	

- After the signatures above have been captured, a copy will need to be scanned and sent to Human Resources to be maintained electronically.

Supervisor's supervisor, department head and/or division head signature is optional	
Signature date	

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.