## FULL-CYCLE REVIEW

## **Team Member:**

## **Leader:**

## **Date:**

*The leader and staff member engage in a discussion driven by the initial goals set out in the* ***Team Member Goal Setting*** *document, taking into consideration the* ***Mid-Cycle Team Review****. HR strongly encourages both the Leader and the Team Member to conduct their own independent assessments prior to finalizing the* ***Full-Cycle Team Member Review*** *document.*

*We encourage the employee to complete an initial draft of this document (the Self-Assessment) that will be finalized as the full-cycle review when discussed with the leader.*

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| **Goal + Goal Category****Core****Elective**  | **What worked well in striving towards this goal? What requires improvement?** | **What did the team member and leader learn from the last year’s experiences?** | **Planning forward: Is the goal complete, to be carried forward, or has it evolved into a new goal because it has been achieved?**  |
| **1. Job Function Goal** |  |  |  |
| **2. Equity, Diversity, and Inclusion Goal** |  |  |  |
| **3. Reconciliation Goal** |  |  |  |
| **4. Stretch Goal** |  |  |  |
| **5. Collaboration Goal** |  |  |  |
| **6. Professional Development Goal** |  |  |  |

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| Optional **Team Member:** Please list any additional comments you would like to add regarding your goals from this cycle |
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| Optional **Leader:** Please list any additional comments you would like to add regarding goals from this cycle |
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| Leader’s Signature: | Date Signed: |
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| Staff Member’s Signature: | Date Signed: |
|  |  |
| Human Resources: | Date Reviewed: |