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.*

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| **Team Goal** | **Was the Goal achieved?** | **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?** |
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| --- | --- |
| Leader’s Signature: | Date Signed: |
|  |  |
| Staff Member’s Signature: | Date Signed: |
|  |  |
| Human Resources: | Date Reviewed: |