***Step 1:*** *GA completes self-reflection, then shares with supervisor*

|  |  |  |  |
| --- | --- | --- | --- |
| RA’s Name | Click or tap here to enter text. | Supervisor’s Name | Click or tap here to enter text. |
| Lab/Project name | Click or tap here to enter text. | Supervisor’s Title | Click or tap here to enter text. |
| Department/Unit | Click or tap here to enter text. | | |
| Semester | Click here to enter a date. |  |  |

|  |  |
| --- | --- |
| **ACKNOWLEDGING ACCOMPLISHMENTS** | |
| At least 3 of my notable accomplishments or examples of professional development during this reflection period in my work as a RA | |
| Click or tap here to enter text. | |
| *Supervisor’s Response:*  Click or tap here to enter text. | |
| **HIGHLIGHTING KEY STRENGTHS** | |
| At least 3 key strengths that make me effective in my role as a RA and examples of how I have applied them | |
| Click or tap here to enter text. | |
| *Supervisor’s Response:*  Click or tap here to enter text. | |
| **SETTING GOALS FOR SUCCESS** | |
| At least 3 goals I would like to work towards in my next RA or TA position. | |
| Click or tap here to enter text. | |
| *Supervisor’s Response:*  Click or tap here to enter text. | |
| **MAKING SMART CHANGES** | |
| 3 things I want to *do more, do less, start, stop,* or *change* to be even more effective in my role *the next time I am a RA* | |
| 1. | Click or tap here to enter text. |
| 2. | Click or tap here to enter text. |
| 3. | Click or tap here to enter text. |
| *Supervisor’s Response:*  Click or tap here to enter text. | |

|  |  |
| --- | --- |
| **ADVANCING OUR RESEARCH (OPTIONAL)** | |
| (OPTIONAL): Here are three suggestions I have for ways to make our research more effective and more impactful | |
| 1. | Click or tap here to enter text. |
| 2. | Click or tap here to enter text. |
| 3. | Click or tap here to enter text. |
| *Supervisor’s Response:*  Click or tap here to enter text. | |

***Step 2:*** *supervisor and GA meet and discuss, then supervisor makes summary responses, and signs*

|  |  |  |
| --- | --- | --- |
| Supervisor’s Signature |  | Click here to enter a date. |
| *Please comment on the RA’s overall performance. If RA’s overall performance is less-than satisfactory, please describe a plan of action to correct that.*  Click or tap here to enter text. | | |

***Step 3:*** *GA reviews supervisor’s response, adds optional final comments, and signs*

|  |  |  |
| --- | --- | --- |
| RA’s Signature |  | Click here to enter a date. |
| *RA’s Final Comments (optional)*  Click or tap here to enter text. | | |