**Staff Self-Reflection and Development Summary FY24**

1. List 3-5 of your most significant accomplishments or contributions during the past year, including ones that your current manager might not be aware of.

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2. What was your biggest challenge this year and what strengths did you use to overcome them?

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3. What tasks/projects were you most motivated or energized by this year and why? (i.e. working with students, WorkDay, spreadsheets, events).

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4. What skills would you like to master this upcoming year that will help you grow?

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**Employee Name:**

**Employee Signature:**

**Date:**

**Supervisor Name:**

**Supervisor Signature:**

**Date:**