

**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.