

Prep for the Faculty Mid-Year Review: SMART Goal Revision & Competency Conversation



Directions for Use: Prepare for the Mid-Year Review meeting with your supervisor by completing this worksheet ahead of time. You'll need to access your goals from the initial plan. You should have an e-mail copy from email address appraisal_no-reply@occc.edu. Email HRtraining@occc.edu if you can't find your goals.

If your initial plan was submitted and you have had a change in supervisor or role, you will use this opportunity to review and develop goals that align with your current role and responsibilities.

Goal #	Original Goals:	Revised Goals:	Reflections on Revisions:
#1			
#2			
#3			
#4			
#5			

Context: Prepare for a conversation around performance in the core competencies in teaching and service by completing the following table.

- Use the “[Evaluation Considerations](#)” to help you.

One area within the teaching competency that I think I excel in (provide examples):

One area within the service competency that I think I excel in (provide examples):

One area within the teaching or service competencies I want more support around (provide ways your manager can support you):

Brainstorm questions you have about teaching, service, or other items that you can ask your supervisor about.

If you are a department chair, use this table to brainstorm additional conversational items regarding supervision and leadership.

One area within supervision/leadership/planning and organization that I feel confident in (provide examples):

One area within supervision/leadership/planning and organization that I would like more support around: