

## Feedback Reflection Tool

Feedback Category	Definition	Behaviors You May See	Growth Focus
Not Started	Has not started actions toward completing goal. Still building knowledge, skills, or confidence in area. Needs additional support and practice.	Inconsistent execution, requires frequent guidance	Identify specific skill gaps and create short-term goals for improvement
In Progress	Taking actions towards goal completion. Demonstrates growing competence and independence.	Shows initiative, progressing with few reminders or guidance, applies knowledge and skills, and adjusts approach based on feedback	Focus on consistency, confidence, and moving toward full independence
Completed	Successfully completed goal. Consistently performs at expected level with quality and reliability.	Delivers solid, reliable work, demonstrates values in action, requires minimal supervision/guidance	Consider stretching goals, mentoring others, or pursuing innovation in specific area