

Growth, Planning, and Support (GPS) Template

Employee Information

Employee Name:

Employee Position:

Meeting Date:

Selected Resources

To support you in these important conversations, additional resources are available here on our [GPS website](#).

- [Giving and Receiving Feedback](#)
- [Asking for Feedback as an Employee](#)
- [Building Creative Organizations](#) (Refer to Section 3)
- [Coaching Skills for Leaders & Managers](#)
- [Building Trust](#)

Section 1 – Before GPS Meeting

Reflect on the last six months in your role and review the current ratings. Outstanding, Successful, & Performing. What steps have you taken to meet those standards?

[List in this Box]

Supervisor, from your perspective, what do outstanding and successful mean in your employee's position? Provide a few concrete examples.

[List in this Box]

In your current role, over the past 6 months, how are you utilizing your knowledge and skills?

[List in this Box]

Supervisor, from your perspective how has the employee used their skills and knowledge in the past 6 months?

[List in this Box]

Section 2 – During GPS Meeting

SMART Goals are specific, measurable, achievable, relevant, and time-bound objectives designed to clarify what you want to achieve and how you'll track your progress toward it. As you collaborate with your supervisor, work to create a goal that is SMART.

Performance Goal: Create 1-2 Smart goals per section

Learning Goal

For the GPS process, we are asking each employee to set a learning goal to enhance their knowledge of one of the SLCC values Collaboration, Community, Inclusivity, Learning, Innovation, Integrity, and Trust.

SLCC Value ..

Professional Goal

Professional Goal: Create 1-2 Smart goals per section:

* Professional Development goals should support higher level performance and career advancement (i.e. what ways can the employee develop in the future?)

What can I do as a supervisor to assist you in these efforts?

Do you have what you need to complete your job?

[list in box]

Section 4 – After GPS Meeting

Supervisors will select a status below - how they observe your work performance in the last 6 months?

Outstanding	Successful	Performing	Needs Improvement
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Mark an X in the box of your rating choice, based on the list below.

- **Outstanding:** The employee is working above and beyond position expectations and makes significant contributions to the team/department
- **Successful:** The employee is meeting all the positions' expectations
- **Performing:** The employee is overall achieving but may have some minor issues that could improve.
- **Needs Improvement:** The employee needs or is going through a performance improvement plan or corrective action.

This document (GPS template) is a working document between the employee and the supervisor for your department records. Please remember, the employee needs to submit the GPS Acknowledge Etrieve form for the two GPS meetings held between the employee and Supervisor. The Supervisor will approve the form and it will route to the personnel file.

Once you have completed this form, please save it with your name included in the filename.

Go to File > Save As, and rename the file as follows:
GPS Template-YourName.pdf

For example, if your name is John Doe, save the file as:
GPS Template-JohnDoe.pdf