R-A-P WORKSHEET
Review - Analyze - Plan

Employee: ________________________________ Date ____________________________
Supervisor: _______________________________ Completed by ____________________

REVIEW
What’s going well? What were your major accomplishments in the last year?

ANALYZE
What do you wish would have worked even better?

What’s preventing you from doing your best?

PLAN
What are the most important things that you would like to accomplish in the next year?

What resources, including education or training, could help you accomplish your goals?

How else could your supervisor help you?