



Student Employee Goal-Setting & Reflection Worksheet

Student Name:
Supervisor Name:
Department:
Date of Meeting:

Part 1: Self-Reflection

What accomplishments are you most proud of this year?

What challenges did you face, and how did you overcome them?

What skills have you developed or improved?

How has this job contributed to your academic or career goals?

Part 2: Goal Review

What was a goal or expectation that you previously set for yourself?

What progress did you make?

Other Comments:



Part 3: New Goals for Upcoming Year

Set 2 - 3 SMART goals (Specific, Measurable, Achievable, Relevant, Time-Bound)

Goal #1

Goal Description:

Success Criteria (How will I know when this goal has been accomplished?):

Goal #2

Goal Description:

Success Criteria (How will I know when this goal has been accomplished?):

Goal #3

Goal Description:

Success Criteria (How will I know when this goal has been accomplished?):

Part 4: Career Development

What career fields or roles are you exploring?

What skills or experiences would help you prepare for those roles?

Part 5: Support & Resources

What support would help you achieve your goals?
(e.g., training, mentorship, tools, schedule adjustments)