

FIT & GROWTH EVALUATION FORM



A reflection and evaluation tool to support
employee success and workplace inclusion

*This form is designed to help managers reflect on both **employee performance and how the workplace environment supports their success**. The goal is to encourage open communication, recognize strengths, and identify opportunities for growth and support. Use this form during regular check-ins, performance discussions, or program reviews.*

Employee Name

Write your answer here.

Position

Manager/Supervisor

Review date/Review period

Workplace Supports

Review the supports currently in place for the employee and consider whether they are helping the employee succeed in their role.

Workplace supports may include **communication approaches, task organization tools, environmental adjustments, or other supports that help employees perform their work effectively**.

Current supports in place:

Are these supports working well?

- Yes
- No
- Partially (needs adjustment)

What adjustments or additional supports could improve success?

Performance and Contributions

This section focuses on the employee's **skills, strengths, and contributions to team and organizational goals**. The goal is to highlight what the employee does well and identify areas where additional clarity or support may help.

Key strengths demonstrated:

Contributes to team goals or projects

Areas where additional support or guidance may help:

Communication and Team Collaboration

Employees may have different communication styles and ways of interacting within teams. This section helps reflect on how communication and collaboration are working and how they can be further supported.

Reflection questions:

- Are communication expectations clear?
- Does the employee have opportunities to share ideas and feedback?
- Are there strategies that could help strengthen collaboration?

Notes:

Growth and Development

Ongoing development supports employee confidence, skill-building, and long-term success. Consider opportunities for training, mentorship, or new responsibilities that align with the employee's interests and strengths.

Skills the employee would like to develop:

Training, mentorship, or resources that may support growth:

Action Steps

Identify next steps that will help support the employee's continued success.

One goal for the next review period:

Actions or supports that may help achieve this goal:

Planned follow-up or next check-in date:

Closing Reflection

Regular reflection and open communication help create workplaces where employees can grow and contribute their strengths. This process is not only about evaluating performance, but also about **ensuring the work environment continues to support employee success.**

Thank you for taking the time to engage in this process and for supporting inclusive and growth-oriented workplace practices.