COMMONWEALTH OF PENNSYLVANIA

Self-Initiated Progress Report

From: Employee Subject: Activity since last progress report

To: Supervisor Inclusive Dates:

|  |
| --- |
| **My most significant contributions** to the Commonwealth have been: |
| Job Knowledge: |
| Work Results: |
| Communications: |
| Initiative/Problem Solving: |
| Interpersonal Relations/EEO: |
| Work Habits: |
| Supervision/Management (required for all supervisors/managers): |
| **My most significant challenges** have been: |
|  |
| **My greatest learning experiences** have been: |
|  |
| **My greatest concerns** are: |
|  |
| **You can help me** to be successful by: |
|  |

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Instructions for Self-Initiated Progress Report**

The self-initiated progress report is a tool by an employee to communicate work results to his or her supervisor. The tool is most effective when the emphasis is on results, rather than activities. The employee and supervisor should establish the frequency of reporting.

To complete the self-initiated progress report:

Step 1. Complete the heading information, including employee and supervisor names, and the inclusive dates of the report. The inclusive dates generally begin either on the date of the last Employee Performance Review (EPR) or last self-initiated progress report, and continue until the present date.

Step 2. Under “**my most significant contributions**,” describe your accomplishments. This is your opportunity to express how successful you feel that you are at your job. A convenient way to organize this section is to refer to the performance standards that you and your supervisor reviewed at the beginning of the EPR cycle. Describe how well you complied with each standard, and include measurements whenever possible. Organizing your remarks in categories (job knowledge, work results, etc.) will help your supervisor to monitor your success.

Step 3. Under “**my most significant challenges**,” describe obstacles that you encountered while performing your job, and how you overcame them.

Step 4. Under “**my greatest learning experiences**,” explain the most significant lessons that you learned during this period. The best learning opportunities often come while overcoming challenges.

Step 5. Turn your attention to the future. Under “**my greatest concerns**,” be candid about the challenges you expect to face between the present time and your next EPR or your next scheduled SIPR.

Step 6. Under “**you can help me**,” tell your supervisor what kind of support will increase your likelihood of success in the future. Possible answers are things like clarification of responsibilities, increased supervisory feedback, or specific resources.

Step 7. Sign and date the document. Make a copy for your files, and forward the original to your supervisor.