

RECORD OF SUPERVISORY MEETINGS

Employee: _____

Supervisor: _____ Year: _____

Meeting 1: Goal Setting for next calendar year (November/December)

Completed on _____

Supervisor initials _____ Supervisee initials _____

Supervisor Responsibility

- Discuss and finalize goals
- Review submitted online goals form

Supervisee Responsibility

- Discuss and finalize goals
- Complete online goals form

Meeting 2: Annual Review and Expectations (January/February)

Completed on _____

Supervisor initials _____ Supervisee initials _____

Supervisor Responsibility

- Deliver list of expectations
- Discuss understanding of expectations
- Participate in the University's annual performance evaluation process

Supervisee Responsibility

- Discuss understanding of expectations
- Submit informal assessment worksheet prior to meeting
- Participate in the University's annual performance evaluation process

Meeting 3: Review and Check-In (April/May/June)

Completed on _____

Supervisor initials _____ Supervisee initials _____

Supervisor Responsibility

- Review and discuss expectations
- Check on progress toward goals
- Discuss supervisee job performance
- Discuss unit goals
- Discuss supervisee professional development

Supervisee Responsibility

- Review and discuss expectations
- Check on progress toward goals
- Discuss personal job performance
- Discuss topics learned from professional development and how they impact work

Meeting 4: Review and Check-In (August/September)

Completed on _____

Supervisor initials _____ Supervisee initials _____

Supervisor Responsibility

- Review and discuss expectations
- Check on progress toward goals
- Discuss supervisee job performance
- Discuss unit goals
- Discuss supervisee professional development

Supervisee Responsibility

- Review and discuss expectations
- Check on progress toward goals
- Discuss personal job performance
- Discuss topics learned from professional development and how they impact work