



Guide to Supervisory Meetings

Supervisors and supervisees are expected to meet at least four (4) times per calendar year. These meetings should last at least 30 minutes and should take place in a mutually agreed upon space (e.g., the office of either the supervisor or the supervisee). The meetings are structured as follows:

Meeting #1: Expectations and Goals (November/December)

- Supervisor will deliver list of division-wide and position-specific [performance expectations](#) to the supervisee no less than two business days prior to the scheduled meeting.
- Supervisor and supervisee will discuss their mutual understanding of the expectations.
- Both the supervisor and the supervisee will fill out a [Goals Worksheet](#) and discuss their goals for the next calendar year. Supervisors and supervisees should discuss how the other individual may play a role in supporting or assisting the other in achieving their goals.
- After reviewing and discussing both goal sheets, the supervisor and supervisee should finalize a set of agreed-upon goals for the supervisee. These goals must be submitted online via Microsoft Forms (using the appropriate faculty or staff link) following the meeting. Goals may evolve throughout the year as priorities shift. The supervisor and supervisee should collaborate to update them as needed.
- At the completion of the meeting, both the supervisor and the supervisee will initial the [Record of Supervisory Meetings](#) to indicate their mutual agreement that the meeting occurred.

Meeting #2: Annual Review (January/February)

- Required video training:
 - All supervisors must complete: [Performance Evaluation Refresher for Supervisors](#)
 - All employees must complete: [Intro to UGA's New Performance Process](#)
- Before the annual review, the supervisor will send the supervisee a [Performance Self-Assessment](#) that includes the competencies, tasks and responsibilities which will be on the annual performance evaluation form. They will also send the supervisee's most recent position description (PD) for review.
- The supervisee should complete the self-assessment and return to the supervisor no less than two business days prior to the actual annual review. They should review the PD, track any changes, and submit to the supervisor with the completed self-assessment.
- Before the meeting, the supervisor will complete the evaluation using the [Performance Evaluation Template](#) and [Performance Management Rubric](#).

- The evaluation must be reviewed and approved by the supervisor's supervisor before submitting the final version in PEP. The supervisor will conduct the review using the finalized evaluation.
- During this meeting, the supervisor and the supervisee will engage in the university's annual review process. This meeting should be reflective of the conversations that have taken place during meetings throughout the year. The supervisor will utilize the final annual performance evaluation as well as the supervisee's self-assessment.
- Finalized PD edits should be submitted to unit HR for entry into UGAJobs.

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

- Supervisor and supervisee will review performance expectations and progress toward established goals. Discuss challenges and support needs using reflective prompts:
 - Are we meeting mutual expectations? What should I start, stop, or continue doing?
 - What are one or two things to improve, and what does improvement look like?
 - How do you feel valued in your role? What do you enjoy or find challenging?
- The supervisor should consider closing the conversation by asking the supervisee how they can support them.

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

- Supervisor and supervisee will review expectations and progress with a similar structure to the previous check-in.
- Focus on communication, workflow, and morale as preparation for the upcoming goal-setting and performance evaluation process.
- Encourage open dialogue on employee growth, satisfaction, and development.