



Supervision Flow/Process Checklist¹

Staff Name:

Date:

- Orient to today's supervision session (*length of time, purpose and focus*)
- Review agenda, discuss priorities
- Review individualized performance expectation and goals
- Ask staff to self-assess strengths and areas for improvement
- Explore needed support/assistance to improve or maintain performance
- Provide feedback
- Request feedback
- Plan next steps and next meeting
- Follow up with a summary email (Date sent: _____)
 - Reply from staff?

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Notes: