



**SUPERVISOR CHECKLIST FOR MANAGING PERFORMANCE**

<b>Task</b>	<b>Complete</b>
Review job description with staff member	
Outline and document workplace behavior and performance expectations	
Conduct weekly/bi-weekly meetings with staff	
Receive weekly updates from staff	
Document meetings, tasks assigned, progress on tasks	
Provide employee with any additional training/resources to ensure s/he has the skills necessary to perform his/her job	
Communicate and document when employee exceeds expectations, achieves a significant goal or accomplishment	
Communicate with employee and document when not meeting expectations - give specifics of task assigned and dates	
Communicate and document if the employee is making progress or not meeting expectations so there are "no surprises"	
Performance Notice	
Corrective action/Letter of expectations	
Amendment process to document additional issues (evaluation of progress memo, administrative leave, suspension)	
Resignation	
Resignation in lieu of	
Dismissal (Progressive issues or Serious Misconduct)	