

PROGRESS REVIEW — THE COMMUNICATION PROCESS

In addition to informal discussions of progress, the supervisor should periodically review the progress toward meeting objectives set by each employee. Formal reviews are essential. The purpose of this discussion is to review accomplishments, identify obstacles, determine appropriate future actions and, if necessary, to revise objectives. NOTE: Form must be filled out and a copy retained by supervisor and employee.

PRIORITY NO.	FIRST REVIEW	SECOND REVIEW	FINAL REVIEW
ACTION STEPS TAKEN and/or ADJUSTMENTS NEEDED			
Emp. and Supv. Initials: Date:			

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