



INITIAL MEETING DATE		START TIME	
MEETING PLACE		END TIME	

MEETING ATTENDEES:	
MEETING PURPOSE:	

DISCUSSION POINTS

In what areas does the staff member need support or have concerns? What context can the managerial staff provide?

1. Item A

ACTION ITEMS:

What are specific goals related to areas of concern that can be set? Moving forward, what things are expected from the managerial staff? From the staff member?

1. Related to Item A

STAFF MEMBER'S NAME	STAFF MEMBER'S SIGNATURE	DATE

MANAGERERIAL'S NAME	MANAGERERIAL'S SIGNATURE	DATE



FOLLOW-UP MEETING DATE		START TIME	
MEETING PLACE		END TIME	

MEETING ATTENDEES:	
MEETING PURPOSE:	

FOLLOW-UP DISCUSSION POINTS

Review previously set goals. Do we need to revise any action items?

1. Item A + associated goal

STAFF MEMBER'S NAME	STAFF MEMBER'S SIGNATURE	DATE

MANAGERERIAL'S NAME	MANAGERERIAL'S SIGNATURE	DATE