**SUPERVISION RECORD**

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| **Name:**  |  | **Date:** |  |
| **What is going well?***Record discussion about positive feedback and celebrate achievements, work that the employee is proud of etc.* |
| **What is not going well?***Record discussion about any opportunities to improve, any training needs identified, any frustrations the employee is experiencing etc.*  |
| **What progress has been made towards appraisal goals or objectives?***Include tasks/stages that have been completed as part of a bigger overall goal.*  |
| **Actions arising from this supervision** | **By Whom** | **By When** |
|  |  |  |
| **Information Shared***Record any changes to policy, changes or other important information that has been discussed.*  |
| **Comments and Concerns***Record any comments or concerns raised by the employee. Check for safeguarding concerns.*  |
| **Employee Signed: Date:** |
| **Manager Signed: Date:** |