



**SUPERVISOR'S WORK PROGRESS MEETING & COACHING FORM**

<b>Employee's First Name:</b>		<b>Last Name:</b>	
<b>Employee's ID Number:</b>			
<b>Position Title:</b>			
<b>Meeting Date:</b>			
<b>Areas where SMART goals and behavioral factors are being met or exceeded:</b>			
<b>Areas where improvement is needed:</b>			
<b>Employee Comments:</b>			
<b>Supervisor Comments:</b>			
<b>ACKNOWLEDGEMENT SIGNATURES</b>			
<b>Employee's Name Print</b>	<b>Signature</b>	<b>Date</b>	
<b>Supervisor's Name Print</b>	<b>Signature</b>	<b>Date</b>	
<b>Reviewing Authority Signature (optional)</b>			<b>Date</b>
<i>Distribution: Original to supervisor, copy to employee</i>			

THE CITY OF HOUSTON IS A GREAT PLACE TO WORK!

*"Employees seldom improve when they have no other model but themselves to emulate." ~ N. A. Pinnock*

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## THINGS TO REMEMBER

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### I. Work Progress Meeting Guidelines

- Meet at least twice a year prior to the final assessment. Ideally, you'll want to meet at least quarterly
- Set aside at least 20-40 minutes for each session
- Discuss achievements, concerns, behaviors, and performance referring to the plan form
- Encourage communications
- Document each meeting
- Meet with each employee at the same time intervals as much as possible
- Meet at least twice a year with your reviewing authority to review your documentation

### II. Work Progress Meeting Tips & Tricks

- Begin by asking the employee for feedback about his or her performance
- Give feedback to employee when he or she does not meet the performance or behavioral expectations
- Give positive feedback to employee when he or she meets or exceeds performance expectations
- Review points discussed and determine future goals for the next meeting
- Discuss progress towards goal (or behavioral factor) of professional development
- Focus on solutions to problems and major issues