

STAFF SUPERVISION RECORD (Linked to appraisal)

Version 1.0 Rayson Homes Ltd January 2012 © R.N.H.A. 2010

The supervisor should complete this document following observed practice and discussion with the supervisee. At the end of the session the supervisor and supervisee sign the record and a copy is forwarded to the Home's Manager for inclusion in the supervisee's staff file.

Employee name:	Date:
Position:	Line Manager:

Progress with work programme / targets / objectives since last supervision meeting

Targets	Work completed	Next steps

Achievements since last supervision meeting

--

Difficulties or problems since last meeting. Agreed actions to overcome them.

--

Progress with learning plans and any other matters agreed at annual staff review

--

Signed Supervisor _____ Supervisee _____

Date ____/____/____

Any other matters raised / discussed - PTO