

<b>QF200</b>	<b>MONTHLY SUPERVISION – HEAD OFFICE EMPLOYEES</b>
--------------	--

Regular supervision with your Manager provides both employees and the organisation with the assurance that job tasks are fully understood and actioned appropriately within agreed timeframes. An opportunity to discuss achievements, any issues in achieving targets and areas for improvement will be discussed during your monthly supervision meeting with your Manager.

**PRIVATE AND CONFIDENTIAL**

**EMPLOYEE'S DETAILS**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of review: \_\_\_\_\_ Date of next review: \_\_\_\_\_

Manager (Name & Position Title): \_\_\_\_\_

Targets/Actions From Last Supervision	Performance and Comments

Achievements/Successes

<b>QF200</b>	<b>MONTHLY SUPERVISION – HEAD OFFICE EMPLOYEES</b>
--------------	--

<p><b>Any Issues in Achieving Targets/Delivering Actions? If so, what?</b></p>          
--

<b>Further Targets/Actions to be Undertaken</b>	<b>Due Date</b>

**ACKNOWLEDGEMENT OF MONTHLY SUPERVISION**

Line Manager's signature: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

**Signatures indicate that everyone who participated in the monthly supervision have agreed that information and comments written here were a true and accurate reflection of the supervision meeting.**