Appraisal Notes

Date of meeting

Post Holder Supervisor

|  |  |
| --- | --- |
| Topic | Action agreed |
| Matters arising from previous supervision meetings |  |
| Activities since last supervision meeting   * Name of Church: * Name of Church * Circuit   *(NB) Include what has gone really well and what has been more difficult.*  *Cross reference where applicable to agreed objectives* |  |
| Working with colleagues and congregations |  |
| Action planning /priorities for coming months  *Cross reference where applicable to agreed objectives* |  |
| Resource Issues |  |
| Professional Development Matters |  |
| Any relevant personal issues |  |
| Hours worked / accrued time off in lieu/leave taken or planned/sickness leave taken  *NB Attach separate log*  Any issues related to work done but not included in above logged hours |  |
| Date of next supervision meeting |  |

Signatures: Post Holder Supervisor

Date:

**Lay Employees - Three Months Report**

Role:

Post Holder:

Date started in Post:

Leave or sickness leave taken during this period:

Induction Process:

Number and dates of supervision meetings in this period:

Probationary period objectives /priorities agreed: Yes/No (attach details)

Is satisfactory achievement towards objectives being made?

If not – has the necessary support been identified / provided to enable this to happen?

Supervisor’s overview of three months:

Post holder’s overview of three months:

Have any issues been identified which could affect the successful completion of the probationary period?

Signature of Supervisor: Date: