

SUPERVISION CHECK-IN TEMPLATE

(weekly or bi-weekly)

The most important factors for successful supervision and team building are taking the time to build trusting relationships; setting clear expectations; and investing time in regular communication. Consistency with regular one-on-one check-ins and longer planning and evaluation time are well worth the effort.

Please complete and return this form to your supervisor by e-mail at least 2 business days prior to next supervisory check-in to help guide discussions.

1. What major work assignments have you completed since our last supervision check-in? What, if anything, did you learn as a result of this action?

2. What other relevant action(s) did you take since our last check-in that is (are) the result of what was discussed the last time we met?

3. What barriers, obstacles or challenges do you want to address today or in the next check-in session?

4. Which of your strategic or work plan goals have you made progress toward this week? How?

5. What “hot topics” or major concerns or challenges would you like to discuss today or at the next check-in?

6. Is there something you need or want to be held accountable for this period for which you would like assistance or support from me as your supervisor?

7. What support or guidance or resources do you need from me as your supervisor, either for a specific thing you’re dealing with, or overall?

8. Other concerns?