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| **Employee Progress Review**  **[Agency Name]****Appraisal Period:** [Insert Appraisal Period Beginning and Ending Dates] |
| **Progress Reviews.** Each employee must receive at least one progress review documented on the performance plan. However, agencies may require more frequent progress reviews. Agencies may use this addendum to the employee performance plan to document more frequent formal progress reviews during the appraisal period. |

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| **Progress Review.** *I have participated in a conversation regarding progress toward meeting the critical elements in the performance plan.* |
| Employee Signature: | Date: |
| Supervisor Name: | Supervisor Signature: | Date: |
| **Supervisor Progress Review Narrative** *(Optional)* |

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| **Progress Review.** *I have participated in a conversation regarding progress toward meeting the critical elements in the performance plan.* |
| Employee Signature: | Date: |
| Supervisor Name: | Supervisor Signature: | Date: |
| **Supervisor Progress Review Narrative** *(Optional)* |

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| **Progress Review.** *I have participated in a conversation regarding progress toward meeting the critical elements in the performance plan.* |
| Employee Signature: | Date: |
| Supervisor Name: | Supervisor Signature: | Date: |
| **Supervisor Progress Review Narrative** *(Optional)* |