

**UNIVERSITY OF MINNESOTA DULUTH
Follow-Up Form**

EMPLOYEE:		CLASSIFICATION:	
SUPERVISOR		SUPERVISOR TITLE:	
DEPARTMENT:		DATE:	

The Follow-Up Form should be completed, if necessary, within 3-6 months of the annual performance appraisal or any performance appraisal that identified areas needing improvement.

Process for Completion of the Follow-Up Form:

1. The supervisor reviews the performance appraisal areas that indicated a need for improvement and any strategies developed to deal with that need, as identified during the appraisal.
2. The supervisor then assesses progress and next steps in relation to those identified performance weaknesses (above).
3. The employee and supervisor meet, using the Follow-Up Form to assess progress and agree upon next steps (if necessary).

I. Areas for Improvement (as identified in last performance appraisal):

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II. Progress (comment on how progress is being made in all areas listed above.):

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III. Next Steps (if necessary, identify actions necessary to meet expectations and set proposed date of next follow-up eval.):

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This form is **NOT** complete without the following:

Employee's Signature:		Date:	
Supervisor's Signature:		Date:	