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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff Member:** | | | | **Supervisor:** | | | **Program/Dept:** | | **Date:** |
| **CORE VALUES** | | | | | **KEY PERFORMANCE INDICATORS** | | | **JOB PERFORMANCE STANDARDS** | |
| Exceptional Service  Innovation  Integrity  Person-Centered Care  Strategic Partnerships  Compassion | | | | | Corporate Compliance  Training Requirements  Customer Service Standards  Job Specific:  Job Specific: | | | Dependability  Adaptability  Attendance  Cooperation  Quality of Work  Quantity of Work  Reasoning  Potential  Interpersonal Relations | |
| **Topic(s) Summary** (Provide a brief summary of the issues/needs in the topic(s) indicated above): | | | | | | | | | |
| Notes: | | | General Topics  Follow-Up Items:      New Items: | | | | | | |
| Case Consultation  *Note: all departments conduct case consultations related to their specific area of focus. For example, a “case” might be a consumer, employee, project, or provider.*  Case:  •Stage of Change (if applicable):  •Focus/Goal(s):  •Current Intervention(s):  •Intervention Effectiveness:  •Customer Satisfaction:  Recommendations: | | | | | | |
| **Engagement & Mental Wellbeing Check-in** | | | | | | | | | |
| **Notes:** | * Self-Care (taking breaks/lunches/PTO): * Job Satisfaction: * Opportunities for Growth: * Support Needed: * Successes & Celebrations: * Is there anything I should know? | | | | | | | | |
| **Accomplishments/Strengths/Progress Since Last Supervision Session:** | | | | | | | | | |
| **Notes:** | | |  | | | | | | |
| **Action Items** (include task or improvement needed and due date) | | | | | | | | | |
| **Notes:** | | |  | | | | | | |
| **Key Performance Indicator (KPI) Progress**: | | | | | | | | | |
| **Notes:** | |  | | | | | | | |
| **Team Member Signature**  **Date** | | | | | | Supervisor Signature Date | | | |
|  | | | | | |  | | | |

*The recipient of this form shall ensure confidentiality of any Protected Health Information (PHI) that is included as part of clinical supervision. In addition, this form is not a replacement for disciplinary action. All disciplinary records are maintained by the People & Culture Dept.*