

# **CHANGE ANNOUNCEMENT**

## **JOB PLANNING DISCUSSION EVALUATION WORKSHEET Effective October 2, 2006**

### **CHANGES**

A Job Planning Discussion Evaluation Worksheet has been developed and placed on VRIS. The Worksheet coincides with the Job Planning Discussion Guide and is to be used by Office Directors and Program Directors when observing staff conduct Job Planning Discussions. It provides a structured way to provide feedback to staff following the completion of the Job Planning Discussion.

### **VRIS UPDATE**

The Job Planning Discussion Evaluation Worksheet has been placed on VRIS in the Printed and Marketing Materials under the Administrative Forms.

### **MONITORING REQUIREMENTS**

Office Directors and Program Directors will use the Job Planning Discussion Evaluation Worksheet as they observe staff conduct Job Planning Discussions.

### **TEAM COMMUNICATION**

Office Directors should review the Job Planning Discussion Evaluation Worksheet with all staff at their Team Meeting to assure staff understand how it will be utilized to provide feedback. It might be helpful to review both the Job Planning Discussion Guide and the Job Planning Discussion Evaluation Worksheet at the same time.

### **LEADERSHIP CONTACT**

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