



**Proposed Checkpoint Meeting Log**

Supervisor will develop and list a proposed checkpoint meeting schedule to review the plan. As checkpoint meetings occur, employee and supervisor will provide a summary of discussions and, if appropriate, evidence collected.

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Staff Developer's Signature Date

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Supervisor's Signature Date

**Improvement Plan Completion** - Level at which the employee has completed the plan.

Satisfactory  Unsatisfactory

Comments:

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Staff Developer's Signature Date

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Supervisor's Signature Date