

## QUARTERLY PROGRESS REPORT

MEETING DATE: \_\_\_\_\_

Unit \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Job Title \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Title \_\_\_\_\_

### Instructions

The purpose of this quarterly progress report is to serve as a format for discussing the employee's performance prior to the annual performance appraisal meeting. In order to assist the employee in improving his/her performance, both the strengths and the areas for improvement should be addressed. This will also serve as a tool to facilitate ongoing communication between the supervisor and the employee to ensure that expectations are aligned.

This form should be completed each June, September, and December. After the supervisor completes the form, he/she should meet with the employee to discuss its contents in detail. After the discussion, the supervisor should provide a copy to the employee and forward a copy to **Human Resources – Records Administration** to be placed in the employee's personnel record.

## QUARTERLY PROGRESS REPORT

**Progress Toward/Changes to Goals** (Describe the progress made by the employee toward previously developed goals and objectives during this period. Indicate the degree of achievement and any modifications to the goals and objectives themselves.)

**Accomplishments** (List any completed projects, goals achieved, or special achievements that should be recognized.)

**Development Activities** (Describe any developmental activity that the employee engaged in during the reporting period to improve performance in the employee's current position or to prepare him/her for future assignments.)

**Challenges** (Describe any obstacles that the employee may have faced while trying to achieve his/her performance objectives and identify actions to eliminate or overcome the challenges.)

**Next Quarter Goals** (Outline specific professional and personal development goals and objectives for next quarter's progress report.)

## QUARTERLY PROGRESS REPORT

### Additional Comments

Supervisor Comments:

Employee Comments:

### Signatures

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

Note: Employee signature verifies that the employee has read the contents of this document and it does not necessarily imply agreement with the contents.

### Unit Receipt

---

Unit Receipt

---

Date