

Buxton Fire-Rescue

Mentoring/Check In Sheet

Employee: _____ **Supervisor/Mentor:** _____

The purpose of this status sheet is to track employee progress with his/her own goals, and in meeting organizational requirements for employment. The Employee is expected to stay in constant contact with his/her officer and to meet at least 3 times (in a year), in person with the Officer, to go ensure the Employee is on track and has everything he/she needs to be successful in the organization.

Completed forms MUST be returned to the Chief's Office during the month of November each year

<p>Employee's Personal Goals for the year (Example: Family, Work, Promotional):</p> <p>1.</p> <p>Obj A: _____</p> <p>Obj B: _____</p> <p>2.</p> <p>Obj A: _____</p> <p>Obj B: _____</p>
<p>Employees Organizational Goals (Example: Training Courses, Licensure, Driver's Training):</p> <p>1.</p> <p>Obj A: _____</p> <p>Obj B: _____</p> <p>2.</p> <p>Obj A: _____</p> <p>Obj B: _____</p>
<p>What do you need from the Department (Your Officers) for you to be successful?:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
<p style="text-align: center;">Benchmark #1 Goals, Objectives and Signatures (Complete by end of March and return copy to Chief's Office)</p> <p>Comments: (Are employee's goals realistic and attainable?)</p> <p>Signatures - Employee: _____ Fire-Rescue Supervisor: _____</p>
<p style="text-align: center;">Benchmark #2: Goals, Objectives and Signatures (Complete by July 2014 and return copy to Chief's Office)</p> <p>Comments: (Is the employee progressing? If remedial actions are necessary, are they in place and progress being made?)</p> <p>Signatures - Employee: _____ Fire-Rescue Supervisor: _____</p>
<p style="text-align: center;">Benchmark #3 End-of-Year signatures (Complete by November 30 and return completed copy to Chief's Office)</p> <p>Comments: (Has the employee attained his/her annual goals? Has progress/effort been acceptable?)</p> <p>Signatures - Employee: _____ Fire-Rescue Supervisor: _____</p>
<p>Deputy Chief Review: _____ Date: _____</p>
<p>Chief Review: _____ Date: _____</p>