A practice I am initiating is letting our part time staff know when a Progress Note has been added to one’s Annual Performance Evaluation. The goal in notifying you is to provide the opportunity to:

1. Be informed,

2. Respond.

3. Discuss, address any issues, or comments with your supervisor (me) outside of your annual, or mid-year reviews.

The following Progress Note has been entered in your Annual Evaluation under the performance category or categories:

*Summary*

Further action required:

If there is anything you would like to discuss further about this notation, or if you have any questions, please contact me.