

Annual Piece
of Paper

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15 Minute
Interview

Learning Plan

Accountability
Agreement

Performance
Improvement
Plan

Development
Discussion
Checklist

Annual Piece of Paper (APOP)

What is it?

This opportunity for employee feedback involves a meeting between an employee and a supervisor to talk one-on-one about achievements, education, training, problems, and progress in the workplace. It should be a two-way conversation. This formal feedback session occurs at least once a year.

What are the benefits?

- It ensures direct contact with your supervisor for feedback.
- It supports communication between supervisor and employee.
- Minimum preparation is required before and after the exercise.

How does it work?

Planning

Schedule the time to meet with your supervisor at least once a year for formal feedback. You can request a one-page agenda from your manager before the meeting which could include items such as:

- What are the priorities for this position?
- Are there performance issues and what changes could be made to improve?
- What changes could the supervisor make to improve the situation?
- What training or learning opportunities could improve performance?

Doing

Be firm about the time. Meet at least once every 12 months. The supervisor and employee may want to keep notes about their discussions.

Follow-up

Set another time if further discussion is needed.

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Employee: _____

Job Title: _____ Date: _____

Division: _____ Period Covered: _____

Supervisor Comments:

Employee Comments:

Employee meets or exceeds current expectations: Yes No

(If no, complete a Performance Improvement Plan and attach)

This feedback tool has been completed for a 12-month period by:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Provide a copy to the employee and the supervisor. Send the original to Human Resources for the personnel file.