

**PROGRESS DISCUSSION  
DALLAS COUNTY COMMUNITY COLLEGES**

(Check all that apply)

EMPLOYEE GROUP:  Professional Support Staff  Full-Time  Part-Time  Limited Full-Time

EMPLOYEE NAME	EMPLOYEE ID NUMBER	DATE
JOB TITLE		LOCATION

CURRENT JOB DESCRIPTION IS ACCURATE:  YES  NO I REQUEST A REVIEW OF JOB DESCRIPTION  YES  NO

**Instructions:** At least 48 hours prior to the evaluation conference the supervisor and employee will complete and exchange a draft of the progress discussion form. After the discussion the supervisor will compile a revised progress discussion, secure needed signatures and forward the original to Human Resources and a copy to the employee.

**EMPLOYEE'S STRENGTHS, ACCOMPLISHMENTS, CONTRIBUTIONS**

Employee	Supervisor

**AREAS OF OPPORTUNITY FOR IMPROVEMENT**

Employee	Supervisor

**PROGRESS DISCUSSION - CONTINUATION**

**STRATEGIES FOR IMPROVEMENT  
(INCLUDE DATE STRATEGIES SHOULD BE IMPLEMENTED)**

<b>Employee</b>	<b>Supervisor</b>

**WERE STRATEGIES FOR IMPROVEMENT FROM LAST DISCUSSION  
IMPLEMENTED AND EFFECTIVE?**

<b>Employee</b>	<b>Supervisor</b>

<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>SECOND LEVEL SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>

**Original to location Human Resources upon completion. PSS forms are due to DHR July 1.**