General advice on handling personnel problems may not be applicable to specific situations. Be sure to check with your human resources advisors for guidance in your particular personnel situation.

MEMORANDUM

DATE:

TO:

FROM:

SUBJECT: Progress Review Concerns

As your supervisor and overall director of OFFICE NAME, I have noted a number of issues we should address. Since it is the time for progress review discussions, it seems a good opportunity to deal with these issues. This is to lay out my concerns and solicit from you your views so we can identify ways to improve the OFFICE NAME program and strengthen our working relationship.

1. Overall Work Project Status

I am having difficulty getting a handle on your work in progress. It is important for me to know what you and your staff are working for example, the status re: completion and estimated completion date of projects. What system or structure would you recommend we adopt so I can get an understanding of the status of major initiatives in OFFICE NAME?

2. Updates

Please propose a workable way for me to know as issues arise or progress is made, what is the status of the office. What system or structure would you recommend we adopt so I can get a frequent briefings, daily if necessary, on OFFICE NAME issues?

3. Certain Meetings

I want you to find a way to advise me, well in advance, of TYPE OF MEETING with NAME THOSE INVOLVED.

4. Correspondence

Please propose a workable a way to advise me, in advance of transmission, of correspondence that goes out from the office.

5. Contacts

Please propose a workable way to track OFFICE NAME visitors, contacts, incoming correspondence, etc., that makes it accessible to me or other staff needing access.

6. Travel

I want you to find a way to track travel plans so I may be advised of trips before an employee goes, whenever possible.

7. Office Criticism

Please propose a workable way to brief me and get my input on any criticism of OFFICE NAME by other management or outside sources before discussion with the staff.

8. Supervision

I occasionally receive unsolicited input from members of your staff that you exhibit a very directive style, that you are quick to criticize but slow to recognize good performance and that you don’t provide much in the way of rationale for the decisions you make. I would like to hear your take on such comments and, if they have some truth to them, how we work on it.

Please give me your thoughts on these issues no later than DATE. Once I have an opportunity to review your suggestions, we will get together and finalize these matters.

- See more at: http://www.fedsmith.com/2006/04/03/progress-review-concerns-memo/#sthash.atiXpAoe.dpuf