# Admin Supervision Log

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Current Status</th>
<th>Next Steps Towards Completion</th>
<th>Person(s) Respons.</th>
<th>Next Step Due Date</th>
<th>Next Step Done Date</th>
<th>Proj Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance Accountability/Skill/Behavior Discussed</th>
<th>Next Steps/Comments</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee:**

**Supervisor:**

Date:  

Time:  

Frequency:  

- AM
- PM
- Weekly
- Bi-weekly
- Monthly

**Department:**

**Employee:**

**Supervisor:**

Date:  

Time:  

Frequency:  

- AM
- PM
- Weekly
- Bi-weekly
- Monthly

**Department:**

**Employee:**

**Supervisor:**

Date:  

Time:  

Frequency:  

- AM
- PM
- Weekly
- Bi-weekly
- Monthly

**Department:**

**Employee:**

**Supervisor:**

Date:  

Time:  

Frequency:  

- AM
- PM
- Weekly
- Bi-weekly
- Monthly

**Department:**

**Employee:**

**Supervisor:**

Date:  

Time:  

Frequency:  

- AM
- PM
- Weekly
- Bi-weekly
- Monthly

**Department:**

**Employee:**

**Supervisor:**

Date:  

Time:  

Frequency:  

- AM
- PM
- Weekly
- Bi-weekly
- Monthly

**Department:**

**Employee:**

**Supervisor:**

Date:  

Time:  

Frequency:  

- AM
- PM
- Weekly
- Bi-weekly
- Monthly

**Department:**

**Employee:**

**Supervisor:**

Date:  

Time:  

Frequency:  

- AM
- PM
- Weekly
- Bi-weekly
- Monthly

**Department:**
<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion/Problem/Concern</th>
<th>Need for Follow Up</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee Signature: ___________________________ Date: ____________

Supervisor Signature: ___________________________ Date: ____________