

Supervision



See Program Manual Section 7-8

Once members begin

Establish a weekly 1:1 meeting schedule with all your members. Prepare weekly agendas.

Develop supervisory skills. Acknowledge supervising others can be a challenging, yet rewarding experience.

Encourage your members to continue their service beyond AmeriCorps.

During weekly meetings, discuss successes and challenges, member development/training, expectations, and overall service experience.

Document the meeting using the "Weekly Supervision Record."

Best practice:
Partner with Host Sites early on to determine their role in member development and coaching. See Host Site Partnerships

Final Tips

Complete Mid-Term and End-of-Term evaluations for all members. See Performance Evaluation Flow-chart for more information.

Monitor members' performance through meetings and coaching. Check in with host sites for feedback on the members' performance.

Is the member meeting the position requirements?
If no, If yes,

Reward and recognize members. Provide recognition at staff meetings, provide incentives, and acknowledge improvements and outstanding service.

Plan For Win-Win Solution

Conduct coaching sessions to create Plan for Action to improve members' performance. If improved, then If no improvement, then

Begin Progressive Discipline to correct the behavior or situation. If situation improves, follow-through with coaching .

*If no improvement seen, follow the steps below:

- *Step 1: Written Warning Notification
- *Step 2: Pre-Termination Notice
- *Step 3: Termination Notice

Notify your CAP Center Project Manager for approval.

* Refer to Program Manual Section 8*