



## CONFERENCE NOTES

**Date** \_\_\_\_\_

**Employee Name** \_\_\_\_\_

**Branch** \_\_\_\_\_

**Reason for Conference** \_\_\_\_\_  
(Initial Employment Period, Coaching, Professional Development, Work Planning, Progress, Success)

**Conference Topics:**

**Action Steps/Ideas (Include related dates):**

**Employee Comments:**

**Supervisor Comments:**

**Employee Signature/Date** \_\_\_\_\_

**Supervisor Signature/Date** \_\_\_\_\_

**Date of Next Conference (If needed)** \_\_\_\_\_

