

**PERRY COUNTY  
EMPLOYEE MEETING AGENDA**

Name/Department: \_\_\_\_\_

Date: \_\_\_\_\_

1. Achievements/positive feedback.

2. What have you been involved in since our last meeting?

3. What is going well? Not going well? Steps you plan to take on these issues/ideas for solutions.

- Issues/concerns on the horizon.

4. What do you need from me in order to do your job more effectively?

- Do you have the necessary materials and/or equipment?

5. Do you have clear expectations of your job duties/responsibilities?

6. Personal items needing attention, reflection or adjustment.

7. Additional questions, comments, concerns, or follow up required.

We will meet again at \_\_\_\_\_ on \_\_\_\_\_