



# Three-Monthly Formative Appraisal

## *Checklist for Training Supervisors*

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Trainee submits their appraisal to you in My.RANZCOG

Read appraisal and prepare discussion points for the meeting

Make a time to meet in a private space

At meeting, invite trainee to talk about their progress first

Discuss examples of good performance

Discuss issues/areas of concern and plan for remainder of training period

Complete the appraisal in My.RANZCOG and submit back to the trainee

Trainee to complete final submission of appraisal to the College

Reconvene a meeting at a later time if required