



# **TRAINEE SUPERVISION PLAN** **FOR ACTIVE, PERSONAL, AND DILIGENT SUPERVISION** **(For supervision of 4-5 Appraiser Trainees)** P.O. Box 12188, Austin, Texas 78711-2188

<b>FEES</b>	<b>DATE RECEIVED</b>
<b>NO FEE REQUIRED</b>	
<b>DO NOT WRITE ABOVE THIS LINE</b>	

*Supervisors may fill out the questionnaire below or submit their own supervision plan for each trainee.*

<b>Supervisor's Name:</b> _____	<b>Supervisor's License Number:</b> _____
<b>Trainee's Name:</b> _____	<b>Trainee's License Number:</b> _____
<b>Trainee's Name:</b> _____	<b>Trainee's License Number:</b> _____
<b>Trainee's Name:</b> _____	<b>Trainee's License Number:</b> _____
<b>Trainee's Name:</b> _____	<b>Trainee's License Number:</b> _____
<b>Trainee's Name:</b> _____	<b>Trainee's License Number:</b> _____

**1. Progress report frequency:** Supervisor will provide trainee with progress reports:

☐ Monthly
 ☐ Quarterly
 ☐ Semiannually
 ☐ Other:

**2. Progress reports content:** Progress reports will include the following (Check all that apply):

☐ Areas that a trainee performs satisfactorily  
☐ Areas that need improvement  
☐ Next steps in training  
☐ Other:

**3. Communication with Trainee:** Supervisor will meet with the trainee in the following regular intervals:

☐ Daily
 ☐ Weekly
 ☐ As needed
 ☐ Other:

**4. Review of Experience Logs:** Supervisors and trainees will review the trainees experience logs in the following regular intervals (at least quarterly):

☐ Weekly
 ☐ Monthly
 ☐ Quarterly
 ☐ Other:

**5. Trainee's qualifying education:** Supervisor will require that the trainee complete qualifying education:

- ☐ Before the trainee begins gaining appraisal experience
- ☐ While the trainee gains appraisal experience
- ☐ Other

**6. Additional Details:** Provide additional details on how you intend to ensure active, personal, and diligent supervision.

*Example: I will review all work completed by my trainee and provide constructive feedback. My trainee will shadow me until they get a basic understanding of the appraisal process. Once they have demonstrated a basic understanding of appraisal principles, I will incrementally assign more responsibility to the trainee. They will start with gathering data, entering information into the forms, and researching the subject property. Once they have mastered those items, I will allow them to research, select, and analyze comparable sales....*

#### SIGNATURE

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Signed

#### PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Governmental Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Governmental Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.