

Staff Check-in Meeting Template

Name:

Date:

1. Review progress on previously set goals and priorities.

- *What progress have you made in achieving your goals and priorities discussed at your last check-in?*

2. Recognize significant accomplishments.

- *What are you particularly proud of in what you have accomplished thus far?*
- *Manager's recognition of noteworthy accomplishments.*

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3. Identify areas for performance growth or improvement.

- *Are there any areas in which performance needs to improve?*
 Yes No
- *If yes, what areas need improvement, and what support is needed to improve in those areas?*

4. Set new goals/priorities.

- *What are your goals and priorities for the next two weeks when we check in again?*
- *What resources or support do you need to accomplish your goals or priorities?*

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5. Review guidance or performance expectations.

- *Are there any guidelines or performance expectations that should be reviewed as you address your goals and priorities? (e.g., quality of work product, quantity, compliance with guidance)*

6. Additional notes: