



Check-In Notes

Year:

Employee:	
Supervisor:	
Department:	

Conversations between supervisors and employees to “check in” on progress, challenges, needs and interests with the goal of positively impacting **future** performance and engagement.

Professionalism

Demonstrates personal leadership qualities and behaviors that reinforce core values

Teamwork

Builds respectful relationships and works with others in ways that maximize strengths and support goal achievement

Achieving Results

Demonstrates required competencies and can be counted on to achieve desired outcomes

Forward Thinking

Thinks strategically and looks for innovative solutions for meeting current and future needs

Use the spaces below to make notes to after your check-ins, including examples of how the employee is demonstrating the four performance dimensions. Note goals, key learning, future actions, opportunities, and follow-up plans.

Check-in Date:	

Check-in Date:	

Check-in Date:	



Employee Year-End Wrap Up

This Wrap Up is designed to provide reflection on the past year and gear up for the next.

Looking back ...

What were the highlights of the past year for you?

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Biggest challenges? Biggest opportunities for growth and learning?

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To what extent did you get the support, guidance and feedback you needed to do your best work?

1 (not at all)	2	3	4	5 (all I needed)

What support, guidance or feedback was most helpful? What else would have been helpful?

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How would you describe your performance in the four Performance Dimensions?
(Descriptions on second page)

	Under Performer	Performer	Contributor	Key Contributor
Professionalism				
Teamwork				
Achieving Results				
Forward Thinking				

Comments

What would you have done differently, if anything, in any of the four Performance Dimensions?

--

Looking forward...

What changes do you anticipate in your work priorities for next year/check-in period?

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Where do you have opportunities and/or need to improve your performance?

--

Where are your greatest opportunities and/or interests for growth and development?

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What would support your best performance and professional growth next year?

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Descriptions

Performance Dimensions:

Professionalism	Teamwork	Achieving Results	Forward Thinking
Demonstrates personal leadership qualities and behaviors that reinforce core values	Builds respectful relationships and works with others in ways that maximize strengths and support goal achievement	Demonstrates required competencies and can be counted on to achieve desired outcomes	Thinks strategically and looks for innovative solutions for meeting current and future needs

Performance Descriptors:

Under Performer	Marginally meets job expectations periodically falls below them
Performer	Consistently meets and occasionally exceeds expectations and performance criteria
Contributor	Often exceeds job expectations and performance criteria; contributes beyond core responsibilities
Key Contributor	Consistently performs beyond expectations; demonstrates leadership and positively impacts the organization



Year End Appraisal

Year:

Employee:	
Supervisor:	
Cost Center:	
Department:	

Performance Dimension Appraisal

Select the option that best describes performance in each dimension. See back page for definitions

	Under Performer	Performer	Contributor	Key Contributor
Professionalism				
Teamwork				
Achieving Results				
Forward Thinking				

Overall Performance Appraisal

	Under Performer	Performer	Contributor	Key Contributor
Overall				

Please provide summary comments below (limit 500 words or less):

Signatures

Employee signature is requested to verify that material was reviewed with the employee. *(The employee's signature only confirms that the material was reviewed with the employee.)*

Employee

Date

Supervisor

Date



Descriptions

Performance Dimensions:

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