|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Employee ID:  |  |
| Position: |  | Manager Name: |   |
| Date: |   | Department/Faculty: |

**Performance Development Timeline:**

Schedule these meetings now

Goal Setting April 1st - June 30th

Performance Converation / Check-In September 1st - November 30th

Annual Performance Conversation / Review February 1st - March 31st

Regular and ongoing conversations are fundamental to any successful performance development program. During check-in meetings, a manager and staff member meet to provide feedback, discuss progress, and modify goals as needed to ensure they are still relevant and meeting overall targets/expectations. The purpose of the check-in meeting is to provide uninterrupted time for the discussion to occur where the manager and employee can connect, share updates, discuss progress and/or challenges. Performance Cycle check-in meetings are in addition to regular one-on-one meetings that you may be having.

Additional resources available at the Ontario Tech [Performance development](https://hr.ontariotechu.ca/working-at-ontario-tech/performance-development-cycle/index.php) website.

Use the comments section below to document your discussions during your check-in meetings. You are not limited to the questions provided below. They are provided as a guide.

|  |
| --- |
| **1. Goal Progress** |
| **Goal #1:** |   |
| What is going well? |
|   |
| What obstacles or barriers have you faced? |
|   |
| What additional support do you need? |
| How did your successes / accomplishments impact the university? |
|   |

|  |  |
| --- | --- |
| **Goal #2:** |   |
| What is going well? |
|   |
| What obstacles or barriers have you faced? |
|   |
| What additional support do you need? |
| How did your successes / accomplishments impact the university? |
|   |

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| **Goal #3:** |   |
| What is going well? |
|   |
| What obstacles or barriers have you faced? |
|   |
| What additional support do you need? |
|   |
| How did your successes / accomplishments impact the university? |
|   |

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| **2. Professional Development Plan Progress** |
| What development was originally planned? What is the status? What strengths did you develop because of this learning opportunity? |
|   |
| Are there new development opportunities that can be considered instead of, or in additional to, those which were originally planned? |
|   |

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| --- |
| Employee comments: |
|  |
| Manager comments: |
|   |