**STEP 2: Check-In Conversation**

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

Regular and ongoing conversations are fundamental to any successful performance development program. Once goals are set, continual dialogue and support are necessary to ensure goals are accomplished.

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 unit objectives. The purpose of the check-in meeting is to provide uninterrupted time for the staff member to address questions and concerns with their manager to ensure that they are on track to meet their goals at the end of the Performance Development Cycle.

We recommend at least 1 check-in meetings throughout the cycle. These check-in meetings are in addition to regular one-on-one meetings you may be having weekly, or monthly and are focused on dialogue specifically related to goal setting and professional development.

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

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

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| **1. Goal Progress** |
| **Goal #1:** |   |
| What is going well? |
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| What obstacles or barriers have you faced? |
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| What additional support do you need? |
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| **Goal #2:** |   |
| What is going well? |
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| What obstacles or barriers have you faced? |
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| What additional support do you need? |
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| **Goal #3:** |   |
| What is going well? |
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| What obstacles or barriers have you faced? |
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| What additional support do you need? |
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| Additional Goals: |
|   |

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| **2. Professional Development Plan Progress** |
| What development was originally planned and has been started/completed? |
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| 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: |
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