

Regular Conversations are a critical component of the Goal Setting and Performance Development Process. It is one of the critical success factors to ensure critical dialogue, feedback, and support necessary to accomplish the goals are provided.

Managers are required to set two check-in meetings as part of the Goal Setting and Performance Development Process.

In advance of the pre-scheduled meetings, employees are expected to have updated their goal progress.

Some suggested items for discussion during the check-in meetings include:

- Review the status of each goal and discuss what's happening next
 - Has progress against the goal been updated? Do you agree on the percent complete or will you need to adjust it?
- Discuss significant accomplishments/ achievements with respect to your goals
- Discuss any challenges, obstacles, or unexpected changes have you experienced?
- Discuss any additional support available or requested?
- What has been working well?
- What would you do differently?
- Do you need new goals at this point?
- Do you need to cancel a goal?
- Are you in control of the outcome? Do you need to adjust a goal to make it attainable?



Check In