

Employee Performance Check-In



Guide for structuring a quick, comprehensive conversation with employees to discuss challenges, successes, engagement, and make performance coaching easier

Manager name:	
Employee name:	
Date of conversation:	
1	What are some recent successes you've had? Share one or two examples. <i>Notes:</i>
2	Which parts of the job are feeling most challenging? What concerns do you have? <i>Notes:</i>
3	What will you focus on to be more effective in your role? <i>Notes:</i>
4	What can I do to better support you? <i>Notes:</i>