

Performance Management

Leadership Check-in

ACCOMPLISHMENTS

Describe your team's most significant accomplishments since the previous check-in.

Questions to consider:

- How did you empower your team(s) to accomplish these objectives?
- How did you help set priorities and deadlines? Were they met consistently?
- Were decisions made in a timely and effective manner?

VISION AND GOALS

Describe your vision/goals for the time between now and your next check-in.

Questions to consider:

- How will you clearly communicate your vision and goals?
- How will your goals be tracked and reviewed periodically?
- What are some opportunities for innovation between now and the next check-in?
- List possible challenges you and your team might face and strategies to overcome these challenges.

CULTURE AND ENGAGEMENT

Describe your team's engagement. Describe efforts made to create and maintain a climate of excellence, accountability, and respect. Describe one thing you would like to improve in your team's culture in this next year?

Questions to consider:

- What are your strategies to recruit, hire and establish a diverse and effective team?
- Are you complying with all applicable policies and employment laws?
- Are performance and coaching conversations held on at least an annual basis and more often where needed?

CONTINUOUS IMPROVEMENT

List how you have demonstrated a proactive approach to your professional and leadership development. What new learning opportunities have you started or completed since the last check-in?

Questions to consider:

- How has this learning helped you stay ahead of emerging trends in your field?
- How have you applied this learning to your role as a leader?
- What leadership skills have you identified to develop?

SUPERVISOR COMMENTS