

Performance Management

Employee Check-in

ACCOMPLISHMENTS AND GOALS

1. List your most significant accomplishments or contributions since your last check-in.

2. List major goals or projects you would like to accomplish between now and your next check-in. What can your supervisor/manager do to support you in accomplishing these goals.

SUPERVISOR COMMENTS

RESPECTFUL WORKPLACE

1. Describe how you have helped promote a respectful workplace and/or promote a culture of service by responding appropriately to the needs of internal and/or external customers since your last check-in.

2. Describe a goal or activity you plan to participate in that would promote teamwork or a goal you have around serving your "customers" in a better way.

SUPERVISOR COMMENTS

CONTINUOUS IMPROVEMENT

1. Describe an activity that either improved your own skill set or made an improvement for your own department or USU.

2. List a skill you want to add or area you want to improve professionally between now and your next check-in.

SUPERVISOR COMMENTS