



## PERFORMANCE CHECK-IN

*This is an informal process used to promote performance discussions throughout the year keeping both the manager and employee, informed of accomplishments and obstacles to meeting optimal performance. The Performance Check-In should be done at least once prior to the formal, year-end performance evaluation. The form can also be used as a self-assessment of performance for the year.*

Employee Name: \_\_\_\_\_ Employee Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Performance Period: \_\_\_\_\_

**ACCOMPLISHMENTS FOR THIS PERFORMANCE PERIOD:**

**CORE VALUES ASSESSMENT (USE THE ATTACHED CORE VALUES WORKSHEET):**

**What Obstacles / Frustrations Have You Experienced?**

**What Have You Done to Address Them?**

**What Can I Do to Support You?**

**Is There Anything Else You Think Is Important for Us to Discuss?**