PERFORMANCE CHECK-IN

| **Date** |  |
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| **Employee** |  |
| **Position** |  |

**[Organization Name] Job Competencies**

* Problem solving
* Punctuality
* Teamwork

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**Quality of Work Outcomes**

* Time management
* Communication skills and service to team and clients
* Change management

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**Personal and Professional Development Goals**

* How to stay challenged
* Training courses of interest
* Competencies to enhance
* Other suggestions…

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**What do you need from me?**

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