

**Survey Research Operations  
Check-in Meetings – Discussion Guide**

**Employee:**\_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Employee met or exceeded expectations for his/her job during the past period:

☐ Yes      ☐ No

If you checked “no”, please attach a written explanation.

☐ **Discussion of recent activities, job assignments and the alignment with employee’s MARS and behavioral competencies.**

☐ **Review of feedback received from others.**

☐ Upcoming key activities and assignments.

☐ Discussion of goal progression. Revise goals as needed.

☐ Training plan review (training obtained and upcoming training plans).

☐ Employee feedback and suggestions for supervisor. Anything else the employee or supervisor would like to address.