

**Survey Research Operations
Supervisor Reference for Check-in Meeting Discussion Guide**

This should be used to facilitate a conversation and kept for documentation to help you prepare for annual performance appraisal. It should be used for employee check-ins. You do not need to provide a copy to the employee.

Employee: _____ **Supervisor:** _____ **Date:** _____

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

☐ Yes ☐ No

If you checked “no”, please provide a written explanation and consult SRO Admin and HR for next steps.

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

This is a general discussion of recent activities and how they intersect with major areas of responsibilities and behavioral competencies. You do not need to address each major area of responsibility and behavioral competency.

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

Share feedback you have received and any the employee has received.

☐ **Upcoming key activities and assignments.**

This section should help identify which functional supervisors will need to provide feedback for the employee.

☐ **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.**