

**Annual Employee Check-In**

**Instructions**

**Employee:** You can prepare as you feel comfortable for this conversation with your supervisor. We do ask that you at least have some talking points prepared for the first two (2 questions).

**Supervisor:** Please have prepared responses to each of these questions prior to this meeting.

**Employee Name:**

**Supervisor Name:**

**Date:**

**Employee: Complete section below and discuss.**

1. Do you feel comfortable providing feedback? Why or why not?
2. How can your supervisor support you better? (Technology, tools, training, better communication, etc.)
3. What are your top two accomplishments from this past year that you’re proud of?
4. What goals do you have for the upcoming year? Please connect each goal with an Employee [core expectation](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-ExpectationsRatings.pdf). ([**Core expectations**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-ExpectationsRatings.pdf)**:** Service, Communication, Teamwork, Equity and Inclusion, and Stewardship)

**Supervisor: Complete section below and discuss.**

1. Begin with sharing agency-wide goals and how the employee’s role fits into those goals.
2. How does this employee accept direction and feedback? (Give specific examples)
3. In what ways is the employee meeting or not meeting core expectations? (You can discuss all

the core expectations but minimally discuss one.)

([**Core expectations**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-ExpectationsRatings.pdf)**:** Service, Communication, Teamwork, Equity and Inclusion, and Stewardship)

1. Supervisor identify 3-5 skills or functions from the position description and share with the employee their status on these skills.

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| **Skill\***  Should be derived from position description. | | **Status of Skill Level** | | | | **Examples**  Share an example of this employee exhibiting skill. | |
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| Developing | Emerging | Achieving | Exemplary | |
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| Developing | Emerging | Achieving | Exemplary | |
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| Developing | Emerging | Achieving | Exemplary | |
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| Developing | Emerging | Achieving | Exemplary | |
| **Glossary** | * **Status** – current state of employee's skill level * **Developing** – Employee has basic understanding of their job to perform the skill; may need some guidance. * **Emerging** – Employee is gaining confidence and consistency, beginning to apply skill independently as well as ability to address unusual situations. * **Achieving** – Employee can easily navigate the necessary skill and handle most issues that would arise on a day-to-day basis. Employee performs skill without assistance; recognized as a resource to others. Consistently demonstrates success in skill. * **Exemplary** – Employee can do this skill backward and forward and can troubleshoot any problems that might arise without assistance. Seen as an expert and/or leader; guides others. | | | | | | |

1. Can you share a skill you would like to develop over the next year? How can I get you there? This skill does not necessarily have to relate to your current role, can be aspirational.

**Optional items for discussion:**

1. What makes you stay and why would you leave?