**Expectations & Goals – Check-In**

 **INSTRUCTIONS:** Please complete both sides and give it to your supervisor one week before your meeting.

 You and your supervisor will discuss what you wrote during the check-in.

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Your Name**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPECTATIONS** As City employees, we are committed to serving the community and each other. Think about how you serve others and write how you are doing in each area. You are required to fill out the comments boxes, but not required to provide a rating if neither options fit. Click on the blue links to learn more about each area.

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| [**Core Expectations**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Core.pdf) | **Employee** | **Supervisor** |
| **Rating** | **Comments** | **Rating** | **Comments** |
| [**Service**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Service.pdf)I serve coworkers and members of the public in a kind and friendly manner.  |  |  |  |  |
| [**Communication**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Comm.pdf)I listen carefully and communicate clearly. |  |  |  |  |
| [**Teamwork**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Teamwork.pdf)I work with others to learn, improve, and solve problems. |  |  |  |  |
| [**Equity & Inclusion**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-EquityInclusion.pdf)I treat everyone as they would like to be treated. |  |  |  |  |
| [**Stewardship**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-Stewardship.pdf)I care for the people, resources community, and environment, that I am trusted to protect |  |  |  |  |

**LIVING THE VALUES** This part will be completed by your supervisor. This is an opportunity for your supervisor to highlight ways you show commitment to City values in your work. Review the blue links in each of the five expectation areas if you need examples.

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**JOB SPECIFIC** Review your position description and write how you are doing in each area.

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| **EXPECTATION** | **Employee** | **Supervisor** |
| **Rating** | **Comments** | **Rating** | **Comments** |
| **Job Knowledge**Enter specific job knowledge here  |  |  |  |  |
| **Work Quality** Enter specific work quality expectations here |  |  |  |  |
| **Productivity**Enter specific productivity expectations here |  |  |  |  |

**GOALS** Think about your work goals. Write about the goals you met and the goals you didn’t meet, or establish goals. Discuss with your supervisor.

 Click on the blue text to help guide you through making your goals specific, measurable, attainable, relevant, time-bound, and equitable.

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| [**GOAL SETTING**](https://www.cityofmadison.com/employeenet/documents/human-resources/EEcheckin-SMARTE.docx) | **Employee** | **Supervisor** |
| **Goal Met?** | **Work Done and Results** | **Goal Met?** | **Work Done and Results** |
| 1.  |  |  |  |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |

[ ]  I discussed this document with my supervisor. **Next Check-In** Click or tap to enter a date.

Your Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_