

EMPLOYEE'S CHECKLIST: MANAGER CHECK-IN



PRIOR TO THE MEETING

- ☐ Ask for a brief agenda of the meeting.
- ☐ Review your current goals and projects.
- ☐ Perform a self evaluation.
- ☐ Be prepared to participate in the discussion.
 - ☐ Be prepared to discuss any challenges and lessons learned since the last meeting.
 - ☐ Draft new goals and new areas for development.
 - ☐ Prepare any lingering questions.

DURING THE MEETING

- ☐ Keep an open mind.
- ☐ Remember the purpose of the meeting is to provide feedback and ultimately help you.
- ☐ Be an active listener. Ask questions. Focus on understanding the feedback you are receiving.
- ☐ Clarify anything you do not understand.
- ☐ Summarize the feedback you have been given. Create an action plan.

AFTER THE MEETING

- ☐ Evaluate and reflect on the feedback you have just received.
- ☐ Look for ways to modify or improve behaviors.
- ☐ Seek feedback often.
- ☐ Periodically check in with the reviewer and share your progress.
- ☐ If progress and developmental areas are off track, seek feedback and update goals accordingly.