



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 6/12/23  
Re: Mid-Year Check In's

On June 30, I have all regular staff scheduled for a brief mid-year check in. I will be using the City Check-In Questionnaire, which is typically used for any step increases. As some staff have completed the total step process already, I plan to use the document for everyone. The questionnaire asks about an employee's strengths, where they have room to grow, if there are concerns that need to be addressed, and if they are meeting expectations.

This form also asks questions of the employee, for example, what they like most about their job, what they like least, if there are areas in which they would like some additional training, if there are skills they would like to develop further, and an opportunity to talk about some of their accomplishments.

I plan to meet with On-Call staff to do this as well, but it is more difficult to preschedule those, so I will meet with them during the summer when they are here to sub.

