



Employee Check-In Questionnaire

Instructions: Use this form as a reference in conducting check-ins with employees. Allowing employees the opportunity to receive feedback on their performance, and share feedback on their work experience is an important part employee retention and performance management. These check-ins are outside of the annual review process and are used to provide an informal opportunity for the employee to share feedback, as well as the supervisor to provide feedback to the employee. They should be conducted after an employee's first 90 days and prior to giving a step increase. They can also be done mid-year as a check-in between annual reviews or as performance concerns arise.

Supervisor / Dept Head Feedback to employee:

1. What is the employee doing well / what are their strengths?
2. Are there any opportunities for growth?
3. Have there been any areas of concern that should be addressed?
4. Do you have any goals, duties, or skills the employee should be working towards?
5. Has the employee been meeting expectations in their core and position specific competencies?

Questions for the employee:

1. What do you like most about your job?
2. What do you like least about your job?
3. Are there any duties that you feel you need additional training in?
4. Are there any duties/skills you are interested in developing further?

5. Tell me about some accomplishments you've had since the last time we talked.

6. Is there anything else you'd like to share?

If this conversation is happening prior to a step increase, is the employee recommended for step increase? Yes or No:

