



Clarity Check-In One-on-One

TAKE NOTES...

What are the three most important expectations of your role that determine success?

How is your success measured?

What does success look like in your role? Please be specific.

IF THERE IS MISALIGNMENT WITH EMPLOYEE VS SUPERVISOR'S ANSWERS TO QUESTIONS ABOVE, CREATE LIST OF EXPECTATIONS AND MEASURES TO CREATE CLARITY FOR EMPLOYEE...

DON'T FORGET TO SEND THESE FOLLOW UP ITEMS IN PREFERRED FORMAT (EMAIL, CALENDAR INVITES, TEAMS AGENDA, ETC)