



Performance Check-In One-on-One

TAKE NOTES...

What are the three most important expectations of your role?

With those expectations in mind, how would you describe your current level of performance overall?

Where do you feel your current performance is the strongest compared to expectations?

Where do you feel there is an opportunity to improve your performance?

IDENTIFY MISALIGNMENTS AND CREATE PLAN...

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