



How to have a meaningful Clarity Check in and Performance Check in one-on-one

Preparation

1. Schedule a one-on-one conversation with the employee, letting them know which type of conversation (clarity check in, performance check in, performance indicator review, growth plan, etc) you will be engaging in.
 - a. Example language: “Hi, In preparation for our meeting next week, I’d like you to spend some time completing the attached worksheet. The purpose of our meeting is to discuss your performance and ensure that we are aligned on how it compares against your expectations.”
2. A few days in advance, provide the employee with the worksheet or questions you would like them to complete or answer. Ask them to do this before your conversation.
3. As the supervisor, you should also complete the worksheet or questions in advance so you are prepared for the meeting.

Conversation

1. Explain the purpose of the meeting. The conversation should feel like a collaborative discussion.
2. Start by asking the employee to share their answers or what they wrote on the worksheet.
3. Next, share what your answers were.
4. Ask the employee to react to the alignment between what you both shared. Focus on identifying where there are similarities and gaps.
5. Where there are differences or misalignment, ask the employee to share what information/feedback they were using when they responded and share specific feedback to help them improve their awareness.
6. Discuss and agree how you can work together to ensure the employee has clear awareness. Identify specific follow up steps or actions that you can take.