

EMPLOYEE CHECK IN FORM

Employee Name:

Date:

PREVIOUS MEETING FOLLOW UP

What were the main goals, challenges and follow up items from last meeting?

UPDATES

Any department updates, project updates, new projects, etc. to share.

CHECK IN QUESTIONS

What are you working on? How are you aligning with your goals?

Is there anything you could be doing even better?

What's going well? What are your wins this week?

How are you feeling? On a scale of 1-10, how fulfilled in your work are you right now? Why?

What challenges are you facing?

Ask for feedback on ways you can be a better leader for this individual or your team.

Is there anything I can do to help?

What else would you like to discuss?

ACTION ITEMS

