

Employee Name:

Date of Check-in:

Date of Next Check-in:

Summary from Personal Inventory

Motivators – insert here Reinforcers – insert here; Stress Indicators - insert here; De-Stressors – insert here; Learning Style – insert here; Preferred Forms of Recognition insert here

Discussion Topics	What's Going Well?	Challenges	Employee's Follow-Up	By When	Supervisor's Follow-Up	By When
Topic 1:						
Topic 2:						
Topic 3:						
Topic 4:						
Professional Development <i>Progress on Goals</i>						
New Ideas/Strategies						
Personal Development						
Employee Feedback						
Supervisor Feedback						

Employee Signature	Supervisor Signature
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