**Performance Check-in…**

**What is it?**

A ***check-in*** is a 30-60 minute monthly or quarterly conversation between a manager/supervisor and employee about progress over the review period.

**What are the benefits?**

* This approach enables a meeting focused on relevant and specific progress in professional and career development and progress on objectives.
* The forward-facing focus makes the check-in a natural setting for creating goals that are aligned with the Department/Unit and the University’s goals. You may already do regular one-on-ones — that’s great! You can either expand your one-on-ones to include a check-in discussion or schedule stand alone check-ins.
* A check-in is designed to assist in driving meaningful and productive conversations around progress to an employee’s objectives, development plans and/or overall performance.