

Continuous Performance Communication Check-In Preparation Tool

Employee Name:	
Supervisor's Name:	
Date of Discussion:	/ /

Discussion Points

1. Discuss what your employee is doing well. *

Discussion notes:

2. Discuss what your employee could improve upon. *

Discussion notes:

3. Discuss what help, support, and training/development your employee might need from you. *

4. Discuss any goals and goal progress with your employee.

Discussion notes:

* Required question