



## City of De Pere Performance Check-In

### Employee Information

Name:

Manager:

Job Title:

Department:

Check-In Date:

What accomplishments or contributions are you most proud of since your last check-in?



What's going well with work?



What could improve things at work?



### City Teams Update

Please provide an update on the different teams you've been involved with since your last check in and share any notable achievements or insights gained from your participation. Are there teams you are on that you don't want to be on? Are there teams would you like to join? (If the employee is not on a team, talk to the employee about joining a team.)

### Past Goals

Past Goals

Discussion/Status



 Add Past Goal

### New Goals

Identify 1 – 2 goals to work on during the next check-in period. Goals may be related to work projects, soft skills, etc. Examples of soft skill goals may include:

- Being a positive team member
- Speak up and contribute in department meetings or during a specific project
- Pause and listen to what someone is saying before responding
- Help others achieve tasks to complete overall project
- Be proactive in sharing knowledge, skills and expertise with other team members

### Goals



 Add New Goal

Identify an area of opportunity or improvement to focus on.

Supervisor's overall feedback on employee's performance.

Is there anything that you need from me?

## Additional Topics of Discussion

### Additional Topics of Discussion

We suggest you ask additional topics for further discussion with your employee. You can use the sample questions listed below, or other questions that you feel would be beneficial to discuss with your employee. You can add notes about the discussion below.

- What would you like to be different in your workplace?
  - What are you willing to do get these things, or what solution do you suggest?
- What are your long-term career goals?
- What might be an area for development that would allow you to perform more effectively?
- What type of support or assistance would help you to do your job better?
- What could I start or stop doing to help you achieve your goals?
- What skills or talents do you have that you aren't using often enough in your work today?
- If you could make one positive change to the department or the City what would it be?
- How do you like to be recognized/rewarded?
- What do you enjoy about your job/work?
- What do you look forward to each day when you commute to work?
  - Follow up questions may include
    - Give me an example
    - Tell me more about...
    - Who do you look forward to working with the most?
- What are you learning here, and what do you want to learn?
  - Follow up questions may include:
    - Which other jobs here look attractive to you?
    - What skills do you think are required for those jobs?
    - What skills would you have to build to attain those jobs or some responsibilities of those jobs?
- What keeps you at the City?
  - Follow up questions may include:
    - Tell me more about why that is so important to you.
    - Is that the only reason you stay or are there others?
    - If you narrowed your reasons to stay to just one, what would it be?
- When is the last time you thought about leaving us, and what prompted it?
  - Follow up questions may include:
    - Tell me more about how that happened. Who said what?
    - What's the single best thing I can do to make that better for you?
    - How important is that to you now on a 1-10 scale?
- What can I do to make your job better for you?
  - Follow up questions may include:
    - Do I tell you when you do something well?
    - Do I say and do things to help you do your job better?
    - What are three ways I can be a better leader for you?

## Employee Performance Award Options Preference (Complete only for February - May check-ins)

A Performance Award Review Team consisting of the City Administrator and two other outside supervisory personnel will review all outstanding performance award recommendations and decide which employees should be rewarded with the award. In the event you are recommended for an outstanding performance award, please identify your preference for the award.

If your supervisor recommends you for a performance award, your supervisor will identify if they feel a salary increase is warranted or a bonus or paid time. The Performance Award Review Team will take into consideration your supervisor's recommendation and your preference; however, there is no guarantee.

Supervisors may or may not inform employees if they are recommending an employee for a performance award. It is up to the supervisor's discretion.

### Preference Options:

Salary Increase (please note: this option is not applicable to employees stepping or at the pay grade maximum)

Paid Time Off

Bonus

1st Preference

2nd Preference

3rd Preference

