**These regular and respectful conversations are the core of the performance and development cycle. The number of check-in’s can be determined by you and your supervisor and should be scheduled into your calendar for the year. During these conversations you may discuss the progress and struggles, action items, accomplishments and barriers related to the key goals and learning plan developed in STEP 1.**

**Tool kit for supervisors and employees:**

* [Appreciative Questions](http://www.uvic.ca/hr/assets/docs/hrc/performance-development/pdc/appreciative-questions.pdf)
* [Effective Feedback](http://www.uvic.ca/hr/assets/docs/hrc/performance-development/pdc/effective-feedback.pdf)
* [Difficult and Productive Conversations](http://www.uvic.ca/hr/assets/docs/hrc/performance-development/pdc/difficult-and-productive.pdf)
* [8 Pitfalls to Avoid- for Supervisors](http://www.uvic.ca/hr/assets/docs/hrc/performance-development/pdc/pitfalls-to-avoid.pdf)

**Use these comment sections to summarize your conversations:**

**1. CHECK-IN DATE:**

**Employee Comments**

**Supervisor Comments**

**2. CHECK-IN DATE:**

**Employee Comments**

**Supervisor Comments**

**3. CHECK-IN DATE:**

**Employee Comments**

**Supervisor Comments**

**4. CHECK-IN DATE:**

**Employee Comments**

**Supervisor Comments**

**5. CHECK-IN DATE:**

**Employee Comments**

**Supervisor Comments**

**6. CHECK-IN DATE:**

**Employee Comments**

**Supervisor Comments**

**7. CHECK-IN DATE:**

**Employee Comments**

**Supervisor Comments**

**8. CHECK-IN DATE:**

**Employee Comments**

**Supervisor Comments**

[Take me to STEP 3](http://www.uvic.ca/hr/assets/docs/hrc/performance-development/pdc/pea-step3.docx)