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| **EMPLOYEE NAME** |  |

**These regular and respectful conversations are the core of the performance and development cycle.** The number of check-ins can be determined by the employee and supervisor and should be scheduled into both calendars for the duration of the development cycle. During these conversations the progress, action items, accomplishments, barriers and support needed related to the key goals and learning plan developed in **STEP 1** can be discussed.

Tool kit for supervisors and employees:

* [Effective Feedback](http://www.uvic.ca/hr/assets/docs/pdc/Effective%20Feedback%20and%20experience%20cube.pdf)
* [Difficult and Productive conversations](http://www.uvic.ca/hr/assets/docs/pdc/DifficultProductive_conversations.pdf)
* [Coaching Questions](http://www.uvic.ca/hr/assets/docs/pdc/Coaching%20Questions.pdf)
* [8 Pitfalls to Avoid for Supervisors](http://www.uvic.ca/hr/assets/docs/pdc/pitfalls%20to%20avoid%20Supervisors.pdf)

**REGULAR CHECK-INS**

Use these comment sections to summarize your conversations. You may copy and paste additional sections below as many times as you need to capture your regular meetings.

1. **CHECK IN DATE:**

**EMPLOYEE NOTES**

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**SUPERVISOR NOTES**

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1. **CHECK IN DATE:**

**EMPLOYEE NOTES**

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**SUPERVISOR NOTES**

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[Take me to **STEP 3**](http://www.uvic.ca/hr/assets/docs/pdc/PDC_Step3.docx)