Check-in conversation preparation for supervisors

Our Values: Collaboration Communication Integrity Efficiency Leadership

TOGETHER WE PROUDLY ENHANCE THE QUALITY OF LIFE FOR OUR COMMUNITY

Use this checklist to be well prepared for every Check-in conversation:

- ☐ Advise your team/s of the upcoming Check-in period and provide a summary of what to expect, any relevant operational information and an opportunity to ask questions.
- ☐ Set up a schedule for the Check-in conversations and ensure your own availability; consider and address leave, rostering, work demands or logistical issues that may impact ability of either party to attend.
- ☐ Book a private and accessible meeting room. Avoid using your office where interruptions are more likely.
- ☐ Invite each employee to their check-in through the most appropriate means. Allow 1 – 1.5 hours per check-in and provide at least three days' notice.
- ☐ Ask employees to complete the Performance Check-in form and submit it to you at least one week prior to the check-in.
- ☐ Complete the Performance Check-in form for each employee, including feedback notes. Review the employees' self-reflection comments, goals, and self-assigned ratings.
- ☐ Review notes and action commitments from previous check-in conversations and your regular feedback coaching and guidance discussions.
- ☐ Review performance agreement, KPIs and / or past goals if relevant.
- ☐ Refresh your memory about the employee, including:
    - Length of service
    - Educational and work background
    - Recent development
    - Current role / competency level
    - Current projects and / or achievements
    - Attendance records
    - Leave balances
    - Accreditation (licence, ticket, clearances) requirements and relevant expiry dates
- ☐ Ensure all calls, visitors and possible interruptions are avoided or redirected at the time of each check-in
- ☐ Ensure the meeting room is comfortable and provide water for the employee.
- ☐ Ensure you are well-prepared with the Performance Check-in form, pen, paper, and other relevant documents to support the discussion.