



Louisville Metro  
Government

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## Mid-Year Check-In

**Purpose:** Provide quick feedback to make sure goals and progress are on track for success.

Employee name \_\_\_\_\_ Manager name \_\_\_\_\_  
Employee ID \_\_\_\_\_ Check-in date \_\_\_\_\_

### Basic Expectations

**Time and attendance** (Leave under the FMLA Act is not to be considered or referenced)

Time used \_\_\_\_\_ Time remaining \_\_\_\_\_  
\_\_\_ Does not meet expectations \_\_\_ Meets expectations \_\_\_ Exceeds expectations

**Compliance with policy and procedures**

\_\_\_ Does not meet expectations \_\_\_ Meets expectations \_\_\_ Exceeds expectations

### Section 1: Core Responsibilities and Goals Progress

**Goal health** describes whether or not the goal or initiative is on schedule using a color-coded scale: Green (On track), Yellow (Slightly off track), or Red (Off track).

Core Responsibility #1	Goal Health
SMART goal: _____	___ Green
Changes _____	___ Yellow
needed: _____	___ Red

Core Responsibility #2	Goal Health
SMART goal: _____	___ Green
Changes _____	___ Yellow
needed: _____	___ Red

Core Responsibility #3 (optional)	Goal Health
SMART goal: _____	___ Green
Changes _____	___ Yellow
needed: _____	___ Red

### Section 2: Individual Development Goal Progress

Refer to the employee's Metro HR Individual Development Plan if completed.

Individual Development Goal #1	Goal Health
SMART goal: _____	___ Green
Changes _____	___ Yellow
needed: _____	___ Red

**Individual Development Goal #2 (optional)**

SMART goal: \_\_\_\_\_  
 Changes  
 needed: \_\_\_\_\_

**Goal Health**

\_\_\_ Green  
 \_\_\_ Yellow  
 \_\_\_ Red

**Section 3: Demonstrating Core Values****Integrity and transparency**

\_\_\_ Does not meet expectations      \_\_\_ Meets expectations      \_\_\_ Exceeds expectations

**Mutual trust and respect**

\_\_\_ Does not meet expectations      \_\_\_ Meets expectations      \_\_\_ Exceeds expectations

**Teamwork and partnership**

\_\_\_ Does not meet expectations      \_\_\_ Meets expectations      \_\_\_ Exceeds expectations

**Continuous improvement**

\_\_\_ Does not meet expectations      \_\_\_ Meets expectations      \_\_\_ Exceeds expectations

**Positivity**

\_\_\_ Does not meet expectations      \_\_\_ Meets expectations      \_\_\_ Exceeds expectations

**Safety commitment**

\_\_\_ Does not meet expectations      \_\_\_ Meets expectations      \_\_\_ Exceeds expectations

*Complete the following only if employee is in a manager or supervisor role:*

**Performance coaching and feedback**

\_\_\_ Does not meet expectations      \_\_\_ Meets expectations      \_\_\_ Exceeds expectations

**Talent development**

\_\_\_ Does not meet expectations      \_\_\_ Meets expectations      \_\_\_ Exceeds expectations

**Leadership**

\_\_\_ Does not meet expectations      \_\_\_ Meets expectations      \_\_\_ Exceeds expectations

**Comments****Signatures**

I certify that I have reviewed this document.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Manager signature \_\_\_\_\_ Date \_\_\_\_\_