



Performance Check-In

Company Name:

Manager Name:

Employee Name:

Work Email Address:

ITG | Performance Check-In - Purpose

To Drive better manager-employee relationships, whether being remote or traditional, ITG is introducing the mid-year check-in process. It provides the opportunity to review and adjust goals, reflect on performance and identify development opportunities.

Goal Check-In

Goals refer to departmental and functional objectives, certifications, trainings, projects, and milestones

I am aware and aligned with my manager on the department's goal.

☐ Yes

☐ No

If no, please elaborate

My manager and I have discussed my professional goals for this year.

☐ Yes

☐ No

If no, please elaborate

What goals were completed?



What goals are still in progress?

What is in the way of achieving the pending goals?

Performance Check-In

“Behavior” refers to any skill, competency, attitude and personality trait that the employee displays on the job.

What are the behaviors you adopt that positively influence your performance?

What behaviors did you develop during the past six months?



What behaviors should you develop or adopt to positively impact your performance for the coming six months?

What type of resources/ tools or support would you need in order to develop these behaviors?

Evaluative Check-In

During the year 2024, I encountered changes in my job requirements.

"Job Requirements" can refer to adaptation of new technologies, remote work, change in management, change in work status and job responsibilities, etc.

☐ Yes

☐ No

If yes, what changes did you encounter in your job requirements?

Promotion: Moving to a higher position within the company's hierarchy

Added Responsibilities: Assigning additional duties within the same role

Shift in Role: Changing position while remaining in the same department

Transfer to another department: Changing role and department

Change in Management: Altering your reporting line

☐ Promotion

☐ Added responsibilities

☐ Shift in role or internal reassignment

☐ Transfer to another department

☐ Change in management

☐ Other: _____

During the year 2024, I was able to adapt to changes in my job requirements.

1 being Strongly Disagree, 5 Being Strongly Agree

☐ ☐ ☐ ☐ ☐

1 2 3 4 5

If answered 1 or 2, please further elaborate on the reasons you were not able to adjust to changing job requirements

Are your tasks and responsibilities aligned with your desired professional growth?

☐ Yes

☐ No

If no, please elaborate

Leadership Dynamics

During the year 2024, I have had a [] check-in(s) with my manager to follow-up on my work.

☐ Weekly

☐ Once a Month

☐ Few (once every 2 months)

☐ Zero

During the year 2024, I have initiated meeting request(s) to check-in with my manager.

☐ Yes

☐ No

Please check the true statement(s) below about your manager

☐ My manager provides me with clear guidance to fulfill my role

☐ My manager provides me with continuous feedback on my performance

☐ My manager provides me with recognition for my work accomplishments

☐ My manager offers me opportunities to develop and grow

☐ My manager provides me with insufficient information to accomplish my duties

☐ My manager provides me with insufficient feedback on my performance

☐ My manager rarely gives me credit for showing good performance and outcome

☐ My manager rarely gives me chances to advance and improve

Your manager rewards and recognizes your contribution through:

- ☐ Sending a recognition e-mail
- ☐ Providing continuous positive feedback
- ☐ Offering a wider scope of responsibilities
- ☐ Announcing it publicly
- ☐ Offering incentives

Does your manager actively seek and consider your input in the department?

- ☐ Yes
- ☐ No

If answered yes, please give an example of an input you made and was taken into consideration.

Your manager addresses your mistakes through:

Private Discussion: One-on-one confidential meeting with the manager to address incidents

Immediate Correction: Taking initiative in correcting the mistakes without putting the member on the stand publicly

Immediate confrontation: Addressing the mistakes and publicly putting the member on the stand

Hold accountable: blaming the member who made the mistake

Address the root/cause of the problem: understanding the reasons behind the cause of the problem

Constructive criticism: Providing recommendations for improvement rather than pointing out mistakes

Direct Escalation: Raising concerns immediately to the higher level of management without addressing the employee first

- ☐ Private discussion
- ☐ Immediate correction
- ☐ Immediate confrontation
- ☐ Hold accountable
- ☐ Address the root/cause of the problem
- ☐ Constructive criticism
- ☐ Direct escalation

Work Culture & Team Integration

Check the 3 most relevant boxes that best describe the company's work culture.

Clan Culture: fosters a collaborative, family-like environment by valuing commitment, participation, and allegiance

Hierarchy Culture: focuses on creating multiple levels of power and responsibility within the organization



Innovative Culture: the work environment that leaders cultivate in order to nurture unorthodox thinking and its application

Market Driven Culture: emphasizes on competitiveness between the organization and its market competitors, and between employees

Purpose Driven Culture: a people-driven culture that understands the heart of the people when building programs and processes around the changing work environment we live in

Creative Culture: focuses on your people, your values, how people interact with each other and work together, how you treat your employees, partners and clients

Adhocracy Culture: where decisions are made organically and the focus is on getting the job done

Customer Focus Culture: places the customer at the epicenter of everything the company does

- ☐ Clan Culture
- ☐ Hierarchy Culture
- ☐ Innovative Culture
- ☐ Market Driven Culture
- ☐ Purpose Driven Culture
- ☐ Creative Culture
- ☐ Adhocracy Culture
- ☐ Customer Focus Culture

Does the company's culture foster a collaborative and supporting work environment?

- ☐ Yes
- ☐ No

If no, please elaborate

How would you describe your ideal work culture?

When it comes to team integration, I am

- ☐ Well integrated with the team
- ☐ Indifferent with the team
- ☐ Detached from the team

If you are Indifferent or Detached from the team, please elaborate

In what 3 areas do you believe that the department dynamics' need enhancement

- ☐ Clear and Transparent Communication
- ☐ Team Collaboration and support
- ☐ Healthy Conflict Resolution
- ☐ Defined and organized Roles and Responsibilities
- ☐ Trust
- ☐ Negative Influence
- ☐ Not Applicable

How would you rate your stress levels at work in terms of frequency?

Stress is the body's natural response to challenging situations, characterized by physical, emotional, or mental strain.

- ☐ Less frequent
- ☐ Frequent
- ☐ Extremely frequent

In your opinion, what are the reasons behind this stress?

- ☐ Personal
- ☐ Unrealistic Goals
- ☐ Tight Deadlines
- ☐ Workload
- ☐ Relationship with manager
- ☐ Relationship with Team members
- ☐ Others

Do you feel it's necessary and urgent to have more pulse check meetings with the HR Department?

A pulse Check is a meeting between the employee and HR department to assess the employee's wellbeing, work environment and other relevant factors.

- ☐ Yes
- ☐ No

If answered yes, please specify why?

Based on the questions answered above, how likely are you to recommend working at this company?

- ☐ Slightly recommend
- ☐ Neutral
- ☐ Extremely recommend