

Leadership Check-In Conversation Tool

Employee Name: (Last, First) Click or tap here to enter name.	Classification: Click or tap here to enter classification.
Frequency: Click or tap to select frequency	Date: Click or tap to enter the date of your conversation.

COMPETENCIES

Using the competencies below, identify performance in current position by selecting the standing and action.

1. Adaptability and Change Leadership
Click or tap to select Standing and Action.
2. Customer Focus and Program Performance
Click or tap to select Standing and Action.
3. Communication and Relationship Development
Click or tap to select Standing and Action.
4. Teamwork and Team Leadership
Click or tap to select Standing and Action.
5. Quality Work Standards and Initiative
Click or tap to select Standing and Action.
6. Ethical Decision Making and Risk Management
Click or tap to select Standing and Action.
7. Strategic Thinking and Implementation
Click or tap to select Standing and Action.
8. Knowledge and Organizational Awareness
Click or tap to select Standing and Action.

Considerations for meeting the objectives above:
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Provide career development feedback below (i.e. the employee is interested in a different career path or promotional opportunities) and encourage an IDP* to monitor development:
