**Performance Check-In**

 **Discussion Plan Worksheet**

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| Click here to enter name. | Click here to enter job title. | Click to enter a date. |
| Employee Name | Job Title | Discussion Date |

**Review Performance Goals -** Review current priorities and progress on performance goals. Identify what is going well and flag any concerns. Enter questions and/or specific discussion points regarding the goals.

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| **What is going well? What do you want to recognize?** | **What concerns do you want to discuss?** |
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| **What other questions or topics should be discussed in this meeting?** |
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**Provide Behavioral Feedback -** Use the BEST feedback model to discuss observed behaviors that are positively and/or negatively affecting performance. Focus on behavior and results of the behavior.

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| **B** - **Describe behaviors** that are positively or negatively impacting performance.  |
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| **E** - **Express your reactions** to the behavior(s) and identify the impact on performance and/or results**.** |
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**Discuss Feedback and Next Steps -** Openly discuss positive and developmental feedback. Gather information to improve understanding. Reinforce positive behaviors, and suggest alternate behaviors where needed. Take notes below as needed.

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| **S** - **Solicit input and information**. Seek understanding. Ask for ideas on how to change or support desired behaviors. |
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| **T** - **Talk about next steps**. Summarize discussion outcomes and actions to be taken. Clarify specific responsibilities.  |
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