

## **MBC Quarterly Performance Check-In**

**Employee Name:**

**Supervisor:**

*To be completed before you meet with your supervisor:*

**What projects are you working on right now?**

**Are there any new goals or business objectives you are trying to achieve?**

**Are you experiencing any challenges in your role right now? If so, what are they? What can I do to help you overcome these roadblocks?**

**Please share a few recent successes or “wins” you have had:**

**Do you have any professional development goals I can help you achieve?** *Professional development goals are goals created to increase/improve your knowledge, skills and abilities in specific area. They can also be used to help you prepare to take on new responsibilities or grow in your career.*

**Do you have any specific feedback for your supervisor?** *Please use the space below to explain what improvements your supervisor can make to help you be more successful.*

*To be completed while you meet with your supervisor:*

**Feedback for Me.** *Your supervisor is responsible for telling you when your work performance isn't meeting expectations as well as when you are performing above expectations. Use the space below to take notes on positive or improvement feedback you received from your supervisor during this Performance Check-in:*

**Coaching Support.** *In addition to giving you feedback about your performance, your supervisor is responsible for helping you make better decisions, solve problems, and learn new skills. Use the space below to take notes on coaching conversations you had with your supervisor during this Performance Check-in:*

**Core Values.** *Here are ways your supervisor has observed you living the MBC Core Values:*