

# Staff 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 date of your conversation.

## COMPETENCIES

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

<b>1. Quality of Work/Quality Orientation/Accountability</b>
Click or tap her to select Standing and Action.
<b>2. Work Habits/Work Standards/Stewardship</b>
Click or tap her to select Standing and Action.
<b>3. Relationship with People/Teamwork/Strength</b>
Click or tap her to select Standing and Action.
<b>4. Taking Action Independently/Adaptability/Leadership</b>
Click or tap her to select Standing and Action.
<b>5. Knowledge/Communication/Strength</b>
Click or tap her to select Standing and Action.
<b>6. Analyzing Situations and Materials/Flexibility/Trust</b>
Click or tap her to select Standing and Action.
<b>7. Communication/Respect</b>
Click or tap her to select Standing and Action.
<b>8. Quality Service/Customer/Client Focus/Customer Service</b>
Click or tap her 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:
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\*An Individual Development Plan (IDP) is optional for all employees