



## CHECK-IN FORM

**Employee:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

### CHECK-IN GUIDELINES:

The Check-in stage provides the manager and the employee with an opportunity to provide status updates on agreed upon goals and/or key areas of focus for the current performance cycle. The Check-in form may be initiated by the manager or employee.

### INSTRUCTIONS:

Insert agreed upon goals and/or key areas of focus, then check the appropriate status box. List notable feedback and opportunities for development in the appropriate comment boxes. The employee and manager may also provide optional comments to support status ratings. If applicable, insert the next scheduled Check-in date. The Check-in form should be reviewed and discussed by the manager and employee during the Check-in meeting. After completing the Check-in meeting, the employee or manager should email the signed Check-in form to [PRIME@bernards.com](mailto:PRIME@bernards.com).

Insert agreed upon goals and/or key areas of focus:	Completed	On Track	Needs Attention
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTABLE FEEDBACK:**

**OPPORTUNITIES FOR DEVELOPMENT:**

**EMPLOYEE COMMENTS (OPTIONAL):**

**MANAGER COMMENTS (OPTIONAL):**

If applicable, insert the next Check-in date.

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EMPLOYEE NAME

SIGNATURE

DATE

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MANAGER NAME

SIGNATURE

DATE