Progress Check-in

Demographics

Name: Employee ID:

Job Title: Supervisor:

Department: Date:

General Instructions

The University of Missouri System's approach to performance feedback is grounded in the belief that frequent, honest conversations between managers and employees drive better performance and engagement. Progress check-ins are regular discussions that happen two times a year to:

- Discuss what is going well and what could be better,
- Check in on progress toward goals,
- Stay aligned on current projects, and
- Agree on next steps.

In a performance-oriented culture, employees and managers are held accountable for whether goals and duties are accomplished throughout the year. Once a year, it is useful and valuable to summarize employee performance with an overall rating. If an employee and manager have had regular meetings, the year-end review will have no surprises and be a productive discussion.

For more information and resources related to providing meaningful feedback, please visit:

https://www.umsystem.edu/ums/hr/performance-evaluation-resources

Section 1 – Discussion Points

Highlighted Positives and Accomplishments

Description: What have you achieved/completed since our last meeting? What is working well and helping you meet your goals/objectives?

Employee Comments:

Manager Comments:

Highlighted Concerns and Growth Opportunities

Description: Have you experienced any challenges in meeting your goals? Do you have concerns or developmental opportunities? Are there any changes to these goals that we should be considering?

Employee Comments:

Manager Comments:

Next Steps

Description: What are your next steps? What assistance do you need to accomplish the steps?

Employee Comments:

Manager Comments:

Ratings and Descriptions

1 Does not meet expectations:
Did not meet most goals and/or often fell short of standards for timeliness, quality, and/or resource utilization.

1.5 Meets some expectations:
Met some but not all goals or sometimes fell short of standards for timeliness, quality, and/or resource utilization.

2 Meets expectations:
Successfully met all goals, consistently meeting standards for timeliness, quality, and/or resource utilization.

2.5 Exceeds expectations:
Successfully met all goals and often surpassed standards for timeliness, quality, and/or resource utilization

3 Substan. Exceeds expectations:
 Successfully met all goals and regularly surpassed standards for timeliness, quality, and/or resource utilization.

Section 2 – Overall Summary

Manager Comments:

Section 3 – Employee Comments

The Employee Comments section is enabled once the evaluation has been shared with the employee. This section is used to denote conversations or feedback after the evaluation has been approved.

Employee Acknowledgment

I have discussed my performance appraisal with my supervisor. My signature does not necessarily indicate agreement with the appraisal but does acknowledge that I have received and reviewed this information.

Signature: Date: