

EMPLOYER CHECK-IN

*HELPING
ORGANIZATIONS
MAXIMIZE
SUPERVISION
EXPERIENCES WITH
EMPLOYEES*



EMPLOYER CHECK-IN

During 1:1 meetings ask questions to employees based on the following areas

Career Goals

1 One of the most important things to discuss with employees during a check-in is their career goals. Ask them about their long-term career aspirations and how you can help them achieve those goals.

Job Satisfaction

2 It's important to gauge employee job satisfaction and determine if there are any issues that need to be addressed. Ask them how they feel about their job and what they like and dislike about their role.

Performance Feedback

3 Discuss the employee's recent performance, including what they're doing well and areas for improvement. Provide constructive feedback that will help them improve and grow in their role.

Workload & Priorities

4 It's important to discuss the employee's workload and priorities to ensure that they're not feeling overwhelmed or overburdened. Ask if there are any tasks or responsibilities that they're struggling with, and work together to find solutions.

Communication & Feedback

5 Discuss communication and feedback within the workplace, and ask the employee for their thoughts and opinions on how things are currently working. Encourage them to share any ideas they have for improving communication and feedback processes, and work together to implement those ideas.