

UF ENGAGED CHECK-IN GUIDE FOR LEADERS

Discuss Progress

Ask Some Guiding Questions

What motivates you in your current role?

In what areas did you meet your professional goals?

What accomplishment from the last six months are you most proud of?

Provide Helpful Feedback

- Recognize success
- Provide specific feedback regarding observed performance
- Acknowledge strengths/talents/abilities

Which Sounds Like

Let's talk about your progress this quarter.

- ▶ Here are some examples of areas in which you are doing well...
- ▶ Some accomplishments you've achieved recently are...
- ▶ You contribute to the success of our team by...

Performance Opportunities

Ask Some Guiding Questions

What part of your job is the most challenging? Why?

In what areas did you not meet the level of performance you would have liked to achieve?

Where do you think you could improve?

Provide Helpful Feedback

- Identify areas of performance to improve
- Clarify areas of performance to elevate
- Provide specific behavioral examples and a plan of action (if appropriate)

Which Sounds Like

- ▶ Here are some areas of good performance that can be elevated...
- ▶ The skills and/or talents you need to use more effectively are...
- ▶ Areas that need improvement are...

Note: For performance opportunities, you can discuss where good performance can be better (2a on form) and/or where performance is below expectations (2b on form)

Identify Goals & Growth

Ask Some Guiding Questions

What skills are you looking to develop?

What professional growth opportunities interest you?

What are two to three things I could do to help you meet your goals?

Provide Helpful Feedback

- Identify targeted areas for further development
- Set goals that are measurable and achievable
- Focus on specific actions to reach career goals

Which Sounds Like

- ▶ Here are the goals identified for you to work on in the next six months...
- ▶ I would like you to focus on gaining additional knowledge and/or experience in _____ (area/competency) ...
- ▶ I will provide _____ (support/resources) to help you achieve your goals...