Check-In+
Manager Training

March 2022

How to get the most out of the Check-In+ experience?

Why Participate?

- Our team members are our most important investment
- Encourages both employee and team growth
- Provides transparency
- Improves communication between manager and employee
- Means of tracking performance
- Provides affirmations

How does Check-In+ differ from MAAG Check-Ins?

MAAG Check-Ins

KPI driven and are focused on growing & improving operations

Check-In+

Focused on employee development: learning your employees strengths and weaknesses, offering feedback for skill development and goal setting.

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Manager Check-in+ Q1 2022

Employee has met all expectations for their job this quarter. *

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Employee is a reliable employee, accomplishing the tasks assigned to them in a timely manner this quarter. *

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Employee has demonstrated an excellent work ethic this quarter. *

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Employee has done a good job communicating with their supervisor this quarter. *

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Employee has participated in the Management at a Glance process and always communicates when their goals are in yellow or red status. *

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Employee fosters healthy teamwork and collaboration with team members, peers, and other employees. *

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

- This survey is a tool to help facilitate and provide structure to your one-on-one discussion.
- Answer honestly with a genuine desire to help grow your employee
- Reflect back on this quarter and think of examples to support your answer.
- Be specific with your feedback: what your employee should start, continue or stop doing.

Preparing for Conversations

How to approach a positive review

Do:

- Understand your employee's professional Goals.
- Establish goals for near and future achievement.
- Make the conversation a two-way process.
- Connect to other members of team or organization to provide additional skills aligned with goals

Avoid:

- Rushing through the conversation.
- Ending conversation without a plan.
- Being vague with feedback.
- Leave employee feeling stagnant.

How to approach a intermediate review

Do:

- Give honest feedback.
- Understand your employee's professional Goals.
- Make the conversation a two-way process – ask if there is anything they need from you.
- Keep evaluations focused on actions and results (Measurable outcomes).
- Be future-focused.
- Provide Specific advice: What they should start, stop or continue doing.

Avoid:

- Being vague with feedback.
- Setting goals for employee without considering their professional goals.
- Ending conversation without a plan.
- Don't be the only one talking.
- Don't focus on personal traits or broad characterizations.

How to approach a negative review

Do:

- Give honest feedback.
- Make the conversation a two-way process.
- Keep evaluations focused on actions and results (Measurable outcomes).
- Be future-focused.
- Provide Specific advice: What they should start, stop or continue doing.
- Investigate Causes that underlie poor performance.

Avoid:

- Holding back on delivering negative feedback.
- Don’t rush or be the only one talking.
- Don’t focus on personal traits or broad characterizations.
- Dwelling on the past.
- Ending conversation with out a strategy moving forward.
- Don’t assume or jump to conclusions when an employee is performing poorly.

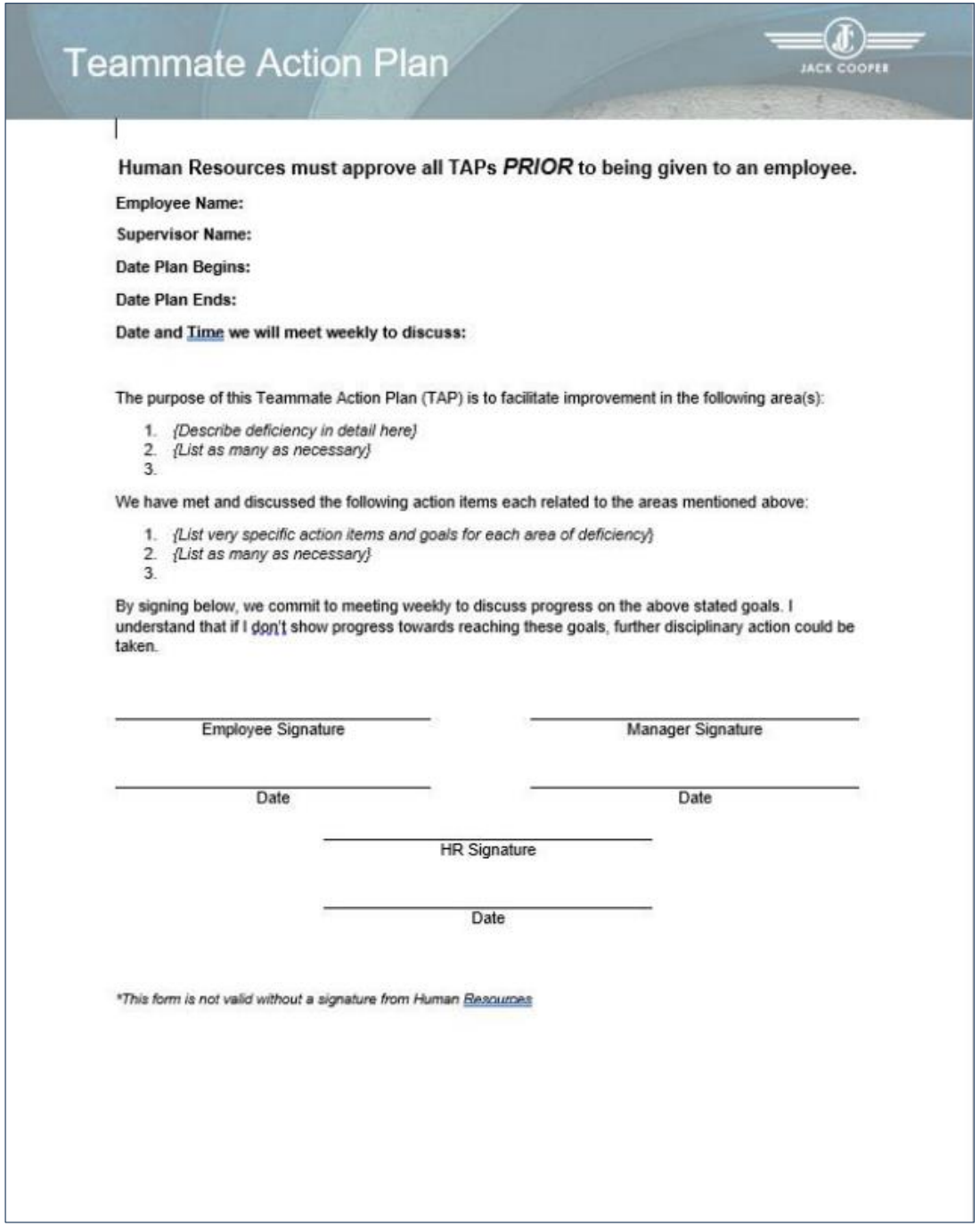
Teammate Action Plan "TAP"

Use If:

- Need for ongoing follow-up
- Need for significant improvement in one or more areas

Must Have:

- Start date, end date and weekly follow-up
- Specific action items to address specific deficiencies
- Prior HR approval



Teammate Action Plan

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Human Resources must approve all TAPs *PRIOR* to being given to an employee.

Employee Name:

Supervisor Name:

Date Plan Begins:

Date Plan Ends:

Date and Time we will meet weekly to discuss:

The purpose of this Teammate Action Plan (TAP) is to facilitate improvement in the following area(s):

1. *{Describe deficiency in detail here}*
2. *{List as many as necessary}*
3.

We have met and discussed the following action items each related to the areas mentioned above:

1. *{List very specific action items and goals for each area of deficiency}*
2. *{List as many as necessary}*
3.

By signing below, we commit to meeting weekly to discuss progress on the above stated goals. I understand that if I don't show progress towards reaching these goals, further disciplinary action could be taken.

Employee Signature

Manager Signature

Date

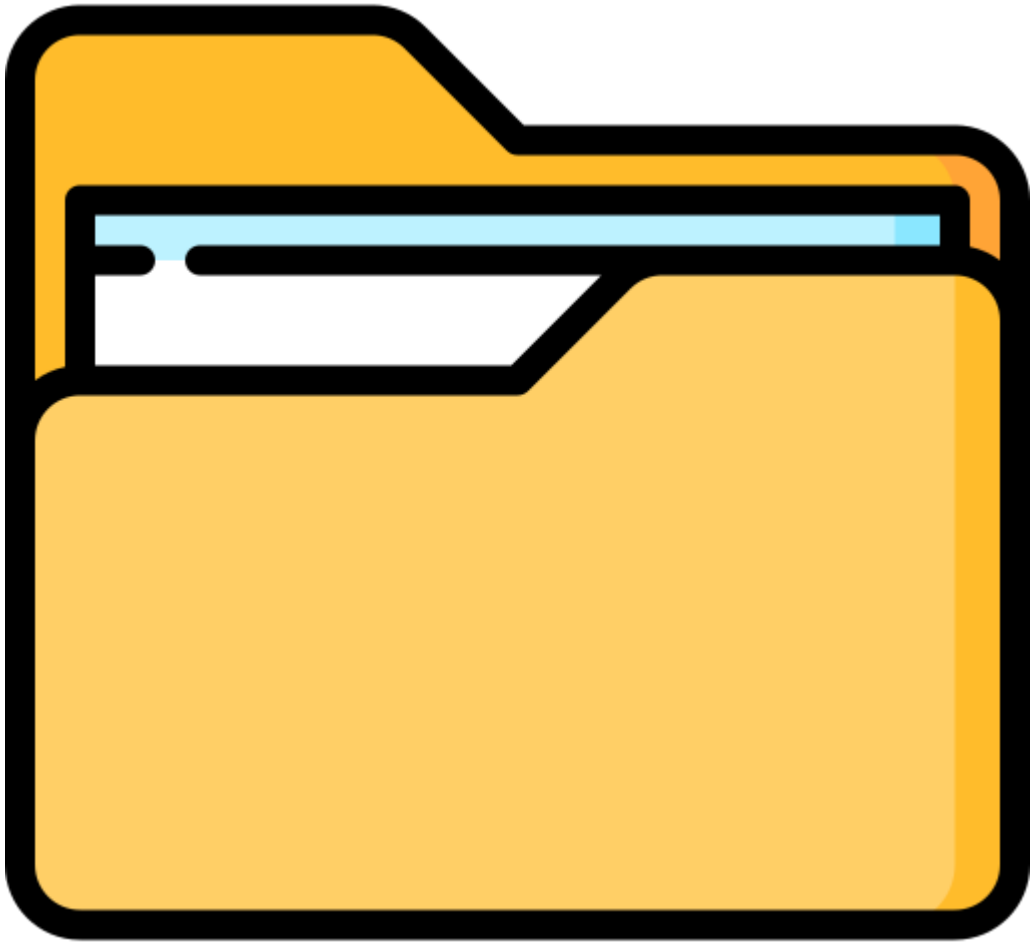
Date

HR Signature

Date

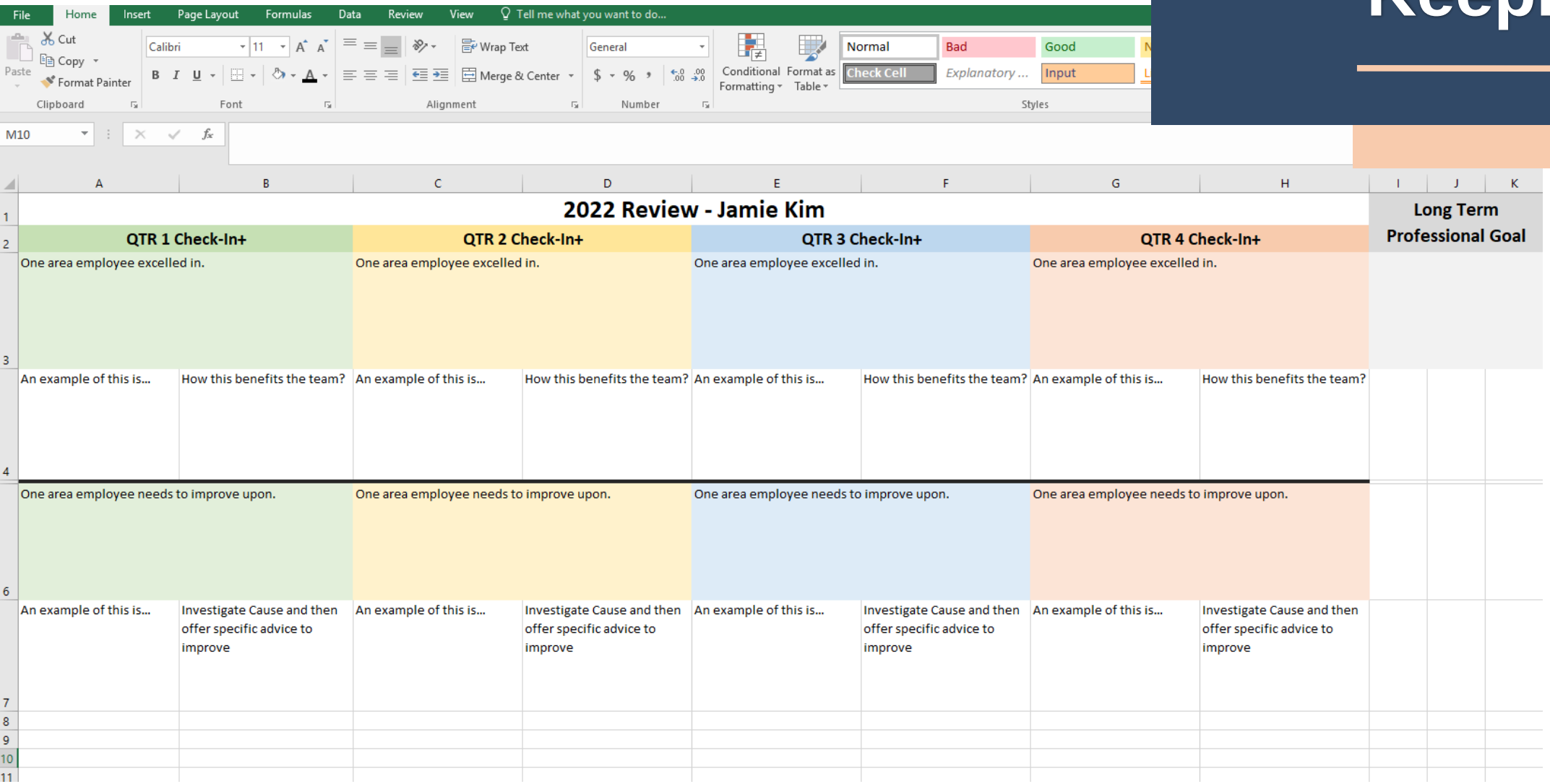
**This form is not valid without a signature from Human Resources*

Tips on Record Keeping



- Save both employee & manager reviews to a new folder
- Creating an organized file will help you to easily access previous reviews
- You can save new folder on your computer or in Outlook

Tips on Record Keeping



	A	B	C	D	E	F	G	H	I	J	K
1	2022 Review - Jamie Kim								Long Term Professional Goal		
2	QTR 1 Check-In+		QTR 2 Check-In+		QTR 3 Check-In+		QTR 4 Check-In+				
3	One area employee excelled in.		One area employee excelled in.		One area employee excelled in.		One area employee excelled in.				
4	An example of this is...	How this benefits the team?	An example of this is...	How this benefits the team?	An example of this is...	How this benefits the team?	An example of this is...	How this benefits the team?			
6	One area employee needs to improve upon.		One area employee needs to improve upon.		One area employee needs to improve upon.		One area employee needs to improve upon.				
7	An example of this is...	Investigate Cause and then offer specific advice to improve	An example of this is...	Investigate Cause and then offer specific advice to improve	An example of this is...	Investigate Cause and then offer specific advice to improve	An example of this is...	Investigate Cause and then offer specific advice to improve			
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