



# CHECK-IN MEETING TALKING POINTS

## GOALS

These are the goals I set at the beginning of the year:

- 1.
- 2.
- 3.
- 4.
- 5.

I think I've *progressed* (or *had trouble*) in these areas relating to my goals. I believe I am *x%* far along in each goal.

## CHALLENGES

I have been struggling with the following:

1. **Interpersonal** - do not name anyone specifically. Provide context on the issue and ask how your supervisor would handle the situation.
2. **Professional Developmental** - I do not feel fully proficient in *x* skill because (it takes longer than I was told it would/I need more knowledge in *x*/I am more knowledgeable about *y*). Do you have any resources you can provide that will help me?
3. **Work Quality** - I do *x* exceptionally well, but I think my work lacks in *y* area. Please give me your thoughts on how I can improve this and what your expectations are. For each point above, discuss what you've already tried doing, then ask for assistance.

## GOAL FEEDBACK

I would *appreciate* your thoughts on my progress with these goals.

1. Is there anything I'm not doing that *you think I should be* in order to meet these goals?
2. Do *you feel* (or *agree*) that I've *met* this goal(s)? If so, I would like to set a new one or align on how I can accomplish the other(s).
3. What have I been doing *exceptionally* well as it relates to the goals we've discussed?

## PROJECTS & OUTLOOK

I'm currently working on these projects:

- 1.
- 2.
- 3.

Is there anything I should *prioritize* or *reprioritize*?

Should I look out for anything specifically *on the horizon*?

Based on this conversation, I will work on *these points of improvement your supervisor mentioned* and continue to thrive in *these areas I am doing well in that your supervisor mentioned*.

Is there anything else you would like to share with me or do you have any other feedback?

Thanks!