

Monthly Employee "Check-in"				
	Employee Name			
Nork Habits/Attitude (includes such criteria as quality & quantity of work; communication/interpersonal skills; problem solving/teamwork administrative/project management skills, etc.):				
Leadership (impact through teamw	vork; bias toward action):			
Past Month's Accomplishments:				
Next Month's Projects:				
Challenges/Concerns/Ideas (staffin	ng, interpersonal, developmental, etc):			
Employee Initial/Date	Supervisor Initial/Date			

The Monthly Employee "Check-in" has three main purposes:

- Allows for a quick (10-15 minute) conversation and documentation between employee and supervisor concerning projects/goals, staffing, work habits, personnel issues, etc.
- Helps in the coordination and management of future staffing needs at the Pastoral Center
- Facilitates the formal yearly performance appraisal process

Supervisors are encouraged to schedule once per month "check-ins" with each of their staff members. Feedback from employees should be documented and shared with appropriate Curia members, your supervisor or Human Resources as necessary.

NOTES:	 	 	 	



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