

Appraisd check-in template

Questions managers can ask employees when conducting a check-in

Use this template to create check-ins for your own organisation. This template focuses on four key areas we recommend managers focus on with their employees. Depending on your organisation's specific needs, you can adapt these areas and questions to create a tailored experience that will benefit both managers and employees.

PROGRESS AGAINST OBJECTIVES (PERFORMANCE AND PERSONAL DEVELOPMENT OBJECTIVES):

- What progress have you made against your objectives recently?
- Which objectives have you completed / are still working on / are struggling with?
- Is there anything preventing you from achieving your objectives?
- How could you get back on track to complete your objectives?
- Are all the objectives still relevant or do any need to be updated?

FEEDBACK STREAM AND LESSONS LEARNED:

- What are you proud of / what has gone particularly well recently?
- What could have gone better / what lessons can you learn?
- Are you getting enough feedback? Do you need to ask for feedback?

WELLBEING AND WORKING ARRANGEMENT (OFFICE-BASED / HYBRID / REMOTE)

- How are you doing in general? What is your general state of wellbeing?
- How are you feeling about your work / the team / the company?
- How well is your working arrangement working for you (office / hybrid / remote)?
- What actions could be taken to enhance your wellbeing or working arrangement?

Include your hybrid or remote workers!

Make sure you include them, asking questions regarding their work environment.

OVERALL PROGRESS / NEXT STEPS:

- Write up a 1-2 line summary of performance this period - 'On Track' or 'Off Track'
- What actions do you or I need to take?
- When should we schedule our next check-in?



If you are considering a new performance management system or looking to change your existing one, talk to one of our experts.

Talk to an expert