CONVERSATION OUTLINE

Use this Quarterly Check-In dialogue outline between managers and employees to optimize feedback opportunities, encourage professional growth, and foster overall improved job performance.

| 1. | What recent work-related accomplishment are you most proud of? |
|----|---|
| 2. | How do you feel you are performing in your position? Where do you feel there is room for job performance improvement? |
| 3. | What job-related goal(s) are you working on? How can I best support you in your development? |
| 4. | Do you have any questions for me OR is there anything I can help you with to be successful in your position? |
| | |

Once completed, update the Quarterly Check-In goal in **Paycom**. When applicable, update the Clinical Champion Level, Exemplary Leadership, and any other active goals on record in **Paycom**.











