



# University of Missouri System

COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

## Progress Check-in

### Demographics

Name:

Employee ID:

Job Title:

Supervisor:

Department:

Date:

### General Instructions

The University of Missouri System's approach to performance feedback is grounded in the belief that frequent, honest conversations between managers and employees drive better performance and engagement. Progress check-ins are regular discussions that happen three times a year to:

- Discuss what is going well and what could be better,
- Check in on progress toward goals,
- Stay aligned on current projects, and
- Agree on next steps.

In a performance-oriented culture, employees and managers are held accountable for whether or not goals and duties are accomplished throughout the year. Once a year, it is useful and valuable to summarize employee performance with an overall rating. If an employee and manager have had regular meetings, the year-end review will have no surprises and be a productive discussion.

For more information and resources related to providing meaningful feedback, please visit:

<https://www.umsystem.edu/ums/hr/performance-evaluation-resources>

### Section 1 - Discussion Points

#### Highlighted Positives and Accomplishments

**Description:** What have you achieved/completed since our last meeting? What is working well and helping you meet your goals/objectives?

**Employee Comments:**

**Manager Comments:**

## Highlighted Concerns and Growth Opportunities

**Description:** Have you experienced any challenges in meeting your goals? Do you have concerns or developmental opportunities? Are there any changes to these goals that we should be considering?

**Employee Comments:**

**Manager Comments:**

## Next Steps

**Description:** What are your next steps? What assistance do you need to accomplish the steps?

**Employee Comments:**

**Manager Comments:**

## Discussion Points Summary

**Employee Rating:**

**Manager Rating:**

Rating	Description
1: Needs development	<i>Does not consistently meet all expectations. Additional direction and support are required/needed.</i>
1.5: Reliably delivers	<i>Sometimes needs additional direction and support.</i>
2.0: Reliably delivers	<i>Consistently meets expectations. Might exceed some expectations. Requires little to no additional direction to achieve established responsibilities.</i>
2.5: Reliably delivers	<i>Frequently delivers beyond expectations.</i>
3.0: Consistently exceeds	<i>Consistently exceeds or delivers beyond expectations. Influences others to perform better.</i>

## **Section 2 - Overall Summary**

**Manager Comments:**

## **Section 3 - Employee Comments**

The Employee Comments section is enable once the evaluation has been shared with the employee. This section is used to denote conversations or feedback after the evaluation has been approved.

## **Employee Acknowledgment**

I have discussed my performance appraisal with my supervisor. My signature does not necessarily indicate agreement with the appraisal, but does acknowledge that I have received and reviewed this information.