**MONTHLY CHECK-IN**

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| **Employee Name** |  | **Date of Meeting** |  |
| **What went well** | **What could have gone better if anything?** | **Key positive learnings in last month** |
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| **Performance Objectives** | **Measure of Success** | **Deadline/Target** | **On track****Partially achieved****Completed** | **Status** |
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**How My Behaviour Supports My Results Against Values:**

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| **VALUE:** | **Questions to Ask Yourself** | **Employee Evidence** | **Line Manager Evidence** |
| **[insert your company’s value statement]** | * [simple questions relating to the behaviour which is an example of the value in action]

**Below you will see examples from Breathing Space HR values and what we assess each monthly check-in** |  |  |
| **Be Honest** | * Am I truthful with clients and colleagues?
* Do I seek resolution to problems?
* Do I take time to reflect on decisions and opportunities?
* Do I admit and learn from my mistakes and ensure they are not repeated?
* Do I have integrity?
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| **Be Flexible** | * Am I flexible and adapt to change?
* Do I listen to my clients and proactively find solutions to their needs?
* Do I actively contribute to client satisfaction?
* Do I respect the need for flexibility in other colleagues?
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| **Be Courageous** | * Do I take responsibility for developing improvements?
* Do I assess risk and manage it carefully?
* Do I take ownership to deliver what I promise?
* Do I speak up when things aren’t right?
* Do I seek to improve myself and others?
* Do I stand up for what I consider to be right in the workplace?
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| **Be Clear** | * Am I transparent verbally and in writing?
* Do I keep it simple?
* Do I make an effort to understand and listen to others so clarity is reached?
* Am I effective in managing my time and in organisation?
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| **Employee Signature:** | **Manager Signature:**  | **Date:** |