**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? |  |
| **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? |  |
| **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? |  |
| **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:** |