



EASY EMPLOYEE
FEEDBACK
THE CHECK-IN

Free Tool Series 

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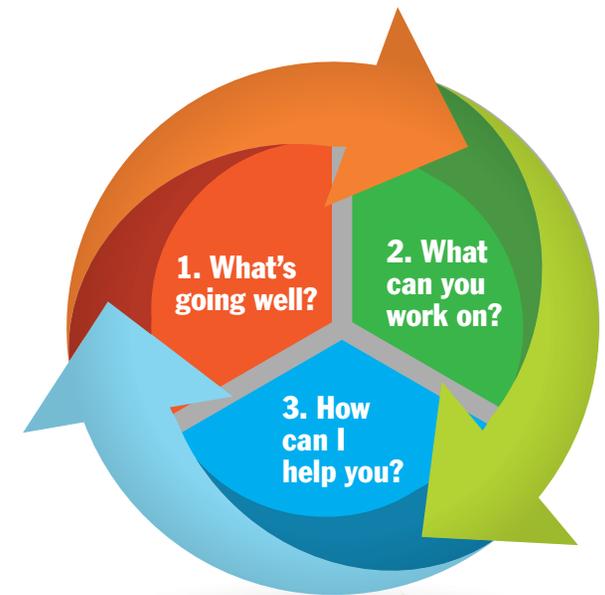
EASY EMPLOYEE

FEEDBACK

THE CHECK-IN

Developing employees and building a strong connection between leader and team is the key to higher engagement and productivity with your staff. Follow a business trend that has emerged to informally engage and develop your team with timely feedback. This can be used in addition to or in place of Performance Appraisals if your organization has stopped using them.

- 1** Select frequency to meet with each employee and stick to it (quarterly, monthly – as needed per individual)
- 2** Prepare talking points in all three categories in writing to share
- 3** Meeting should be only 15 minutes or so in length
- 4** Use good coaching and mentoring communication
- 5** Send finalized content by e-mail to ensure mutual understanding



* full scale model on next page.

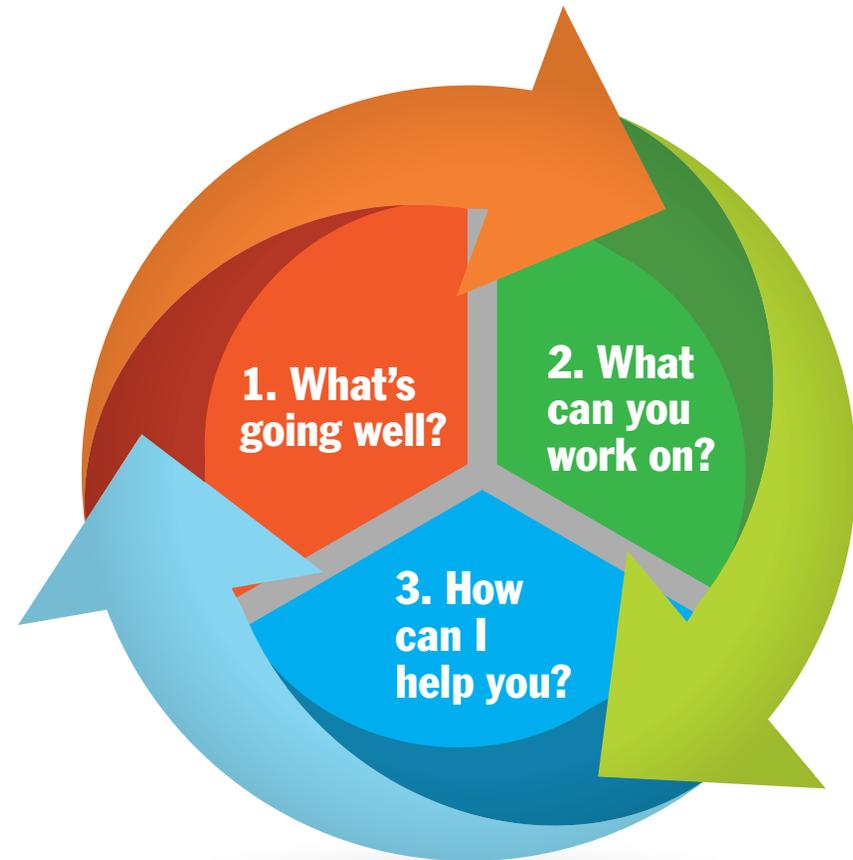


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- 1** Tell specifically when you saw individual doing something right and encourage more
- 2** Clear feedback to improve OR to add a new skill (does not need to be negative if all is well)
- 3** An open-ended question encourages dialogue, interactivity and builds trust





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