Human Resources

Career Conversation Check-In Guide

For Supervisors

Career Conversations are an important factor in motivating, developing, and retaining our amazing employees! Increase your employees' impact, build your relationship with them, and support them in managing their own career by holding intentional check-ins every 4-6 months.

Use this checklist as a tool to help you to prepare for the check-in so you can better coach your employees to success.

Employee Name	Career Conversation Date	Today's Date

Before the Meeting

- ❑ Schedule a time to meet with your employee. Let them know what the purpose of the meeting is and give them adequate time to reflect on their progress and put together any documentation they wish to bring with them.
- ❑ Refresh your memory – review the goals your employee listed in their Career Conversation. What is your perception of the progress your employee has made?
- ❑ Looking to enhance your leadership, communication, coaching, or feedback skills? Consider enrolling in a LinkedIn Learning class.

Facilitating the Check-In Meeting

Create a comfortable atmosphere for the conversation.

- ❑ Schedule the meeting for a time when you both can be calm, present, and prepared.
- ❑ Be aware of the trust level between yourself and your employee.
- ❑ Begin the meeting with a few minutes of friendly conversation.

Consider starting the check-in portion of the conversation with the following questions:

- ❑ In your Career Conversation, you identified these goals [*fill in your employee's goals*]. How is it going? What should we celebrate? *[Make sure to acknowledge any successes you have noticed].*
- ❑ What are your current challenges?
- ❑ Given what you know now, do any of your goals need to be adjusted or changed?

Take a Coach Approach

- ❑ Use the **GROW coaching methodology** to help your employees devise their own solutions to achieving their goals. Instead of giving them advice, take a coach approach by listening, asking questions, and letting those questions guide your employee thought their own process of ideating, problem-solving, and action planning.

Concluding the Check-In Meeting

Accountability drives success! Record any key points and next steps you and your employee committed to.

- ❑ As your supervisor, I will support you by…
- ❑ Note what your employee has committed to accomplishing and by when.
- ❑ Provide your employee with appropriate resources.
- ❑ Assign any relevant LinkedIn Learning classes to support your employee's goals.
- ❑ Continue to provide informal feedback to your employee throughout the year.
- ❑ Schedule your next formal follow-up meeting.