Kenyon College Employee Performance Program
Check-in Conversations (FOR EXAMPLE ONLY; GOOGLE FORM CONTAINED IN GOOGLE TEAM FOLDER)

Employee: _____   Supervisor: _____

Guidance for conducting check-in conversations can be found on the HR website here: Employee Performance Program Records of Check-In conversations are retained in Google folders accessible to the employee and supervisor.

A minimum of 4 quarterly check-ins should be performed for each academic year. You may also use this form to document other informal conversations that would assist in the Triennial Performance Review process. Please consider the areas of performance covered on the Triennial Staff Performance Review Form to help guide the Check-In conversation.

Check-In Date:	Supervisor Comments:	Employee Comments: