

## DURING THE PERFORMANCE CYCLE

### **Periodic Check-In**

**Managers are encouraged to periodically check in with employees throughout the cycle to ensure they are on track and objectives remain relevant. There is no rating and nothing should be submitted to HR at this time.**

### **Assessment stage**

On the cover page of the form, in the box with the employee information, identify the stage of the assessment process you are documenting by typing in the date next to *Periodic Check-In*.

Throughout the cycle, note significant demonstrated accomplishments, changes in direction, or areas for improvement discussed. Written comments made during the Periodic Check-In must be discussed with the employee and signed and dated by both the manager and the employee.

### **Objectives/Key Responsibilities**

Objectives/key responsibilities should be updated accordingly as priorities shift during the year. It is important to include written comments to establish an historical record.

### **Competencies & SJU Values at Work**

If including comments for competencies & SJU Values at Work during the Periodic Check-In, it is important to include specific examples of demonstrated behavior to indicate what specifically the employee is doing well or needs to improve.

### **Professional Development Plan**

Check in with employees to discuss status and update accordingly.