



Professional Check-in

On-the-job pulse check

While you are working you will no doubt encounter ongoing performance checks or reviews.

Many employers, organisations and Governments use regular job appraisals as a means of maintaining “a *harmonious and productive workplace, which is beneficial for both employees and employers*” and to meet productivity needs and goals (Fair Work Ombudsman, n.d.).

It is useful for employees to undergo regular check-ins as it provides the opportunity for constructive feedback that seeks to develop the knowledge and capabilities of the employee. Whilst your organisation may already have a template to guide these conversations, below are some sample questions that may be useful as a feedback gathering tool to analyse your behaviour and performance.

Personal feedback (questions for yourself)	Professional feedback (questions for your employer, supervisor, peer)
Over the last month what areas have I excelled in?	Over the last month are there any areas that you feel I have excelled in?
How do you contribute to the team dynamic?	Could you please comment on how I contribute to the team dynamics?
How do I communicate with others in the team? Are there any other strategies that I could consider to more effectively communicate with others?	Do you have any feedback on my communication with others in the team?
What areas of my role challenge me and I would like to work on?	Are there any areas in my role that I could improve upon?
What will be my key priorities in my role for the year?	Do you have any suggestions for key priorities for me to focus on this year?

Use the table below to create some of your own questions specific to your role.

Personal feedback	Professional feedback

Analysis and comparison of feedback

Did your reflections and the feedback from your manager align or were there discrepancies? Write down some of your thoughts in the below text box.

Items to action for further development

Based on the feedback from your manager, are there any action items that can aid in your professional development?

For example, set up a meeting with a mentor.

Reference

Fair Work Ombudsman (n.d.) *Managing performance and warnings*. <https://www.fairwork.gov.au/employment-conditions/performance-in-the-workplace>

For further details, please contact:

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