



Worksheet

Professional check-in

Regular professional check-ins and performance reviews are common in many workplaces.

Professional check-ins provide an opportunity to discuss your achievements, challenges, goals and professional development with your manager or supervisor. These conversations can help you identify your strengths, recognise areas for growth, and plan your next steps. Many organisations provide their own templates or processes to guide these discussions.

Use this worksheet to prepare for a professional check-in. Complete the personal reflection questions independently. Then use the professional feedback questions to guide a conversation with your manager, supervisor or colleague. If you are practising, a peer can provide feedback using these questions. After your discussion, compare your reflections with the feedback you receive and identify actions to support your future professional development.

Personal reflection (questions for yourself)	Professional feedback (questions for you to ask your manager, supervisor or colleague)
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?
What contributions have I made to the team?	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 achievement am I most proud of since my last check-in?	What achievement or contribution would you encourage me to continue building on?
What aspects of my role are challenging and what would I like to further develop?	Are there any areas in my role that I could improve upon?
What should my key priorities be for the coming year?	Do you have any suggestions for key priorities for me to focus on in my role, for the year ahead?

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

Personal reflection	Professional feedback

Analysis and comparison of feedback

Compare your personal reflections with the professional feedback you received. What similarities and differences did you notice? Record your thoughts below.

Actions for future development

Based on your reflections and feedback, identify actions you can take to support your professional development.
For example: arrange a mentoring meeting, complete training, seek feedback on a project, or develop a new skill.

Learn more

For information about performance reviews, workplace expectations, and performance management, visit the Australian Government Fair Work Ombudsman resource: [Performance in the workplace](#).

For further details, please contact:

Career Development
Student Enrichment and Success
careers@uq.edu.au
employability.uq.edu.au/career-development