



CHECK-IN CHECKLIST

Genuinely Check In with Your Employees





CHECK-IN IMPLEMENTATION GUIDE

Step-by-Step Process & Conversation Starters

Opening the Check In

Let the employee know this is a quick, informal discussion to see how things are going and how you can better support them in their role.

Conversation Starters

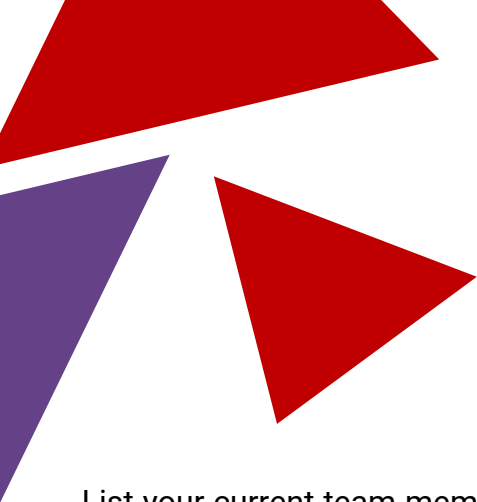
1. How are you, *really*?
2. Are there any resources I can provide to better support you?
3. Tell me about a great day you had at work recently.
4. Tell me about a frustrating day you had recently.
5. How can I reduce any future frustration?
6. Do you feel you get proper recognition for your work?
7. What do you look forward to when you come to work each day?
8. If you could change one thing about your job, what would that be?
9. Which of your talents are not being used in your current role?
10. What keeps you working here?

Closing the Check In

1. Summarize key points the employee shared during the conversation.
2. End by showing commitment to support that employee and do what's in your control to create a great place to work.

Implementing Check-In Discussions

1. Start with informal 5-minute conversations with employees, picking two or three of the conversation starters above to build trust.
2. Remember some team members, especially introverts, prefer a heads-up before this meeting.
3. Consider which employees would be the best to start this process.
4. Set a schedule for how often you will conduct these discussions. Mark your calendar now!
5. Take a moment to consider how you will take action after each discussion.



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List your current team members below and set a time frame to check in with each of them - genuinely. Then, continue re-using this worksheet. When you've finished checking in with all your employees once, begin again. Your people will feel appreciated and heard, and therefore be more likely to stay longer!

By _____, I will genuinely check in with each of my employees:

Name: _____

COMPLETED CHECK IN:

☐

Anything to note?

Name: _____

COMPLETED CHECK IN:

☐

Anything to note?

Name: _____

COMPLETED CHECK IN:

☐

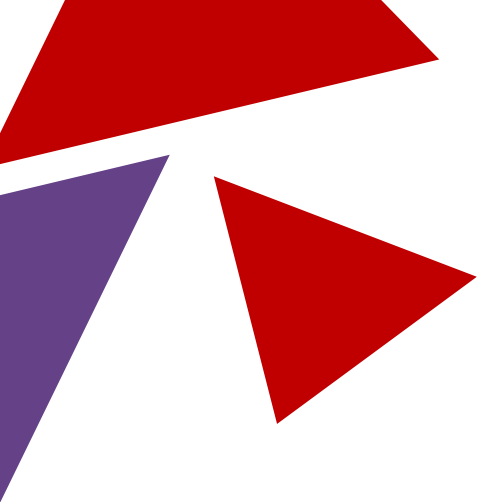
Anything to note?

Name: _____

COMPLETED CHECK IN:

☐

Anything to note?



CHECK-IN CHECKLIST

Regularly Touch Base with Your Employees

Name: _____

COMPLETED CHECK IN: ☐

Anything to note?

Name: _____

COMPLETED CHECK IN: ☐

Anything to note?

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COMPLETED CHECK IN: ☐

Anything to note?

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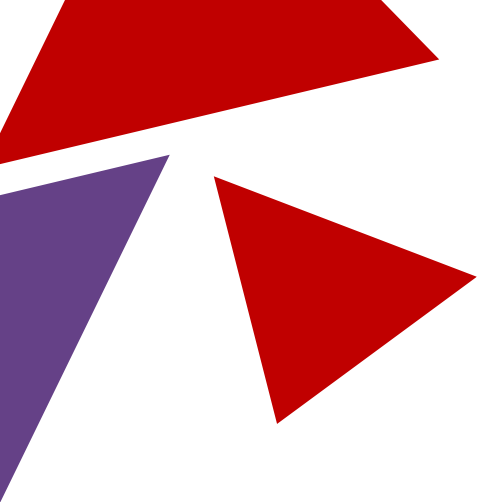
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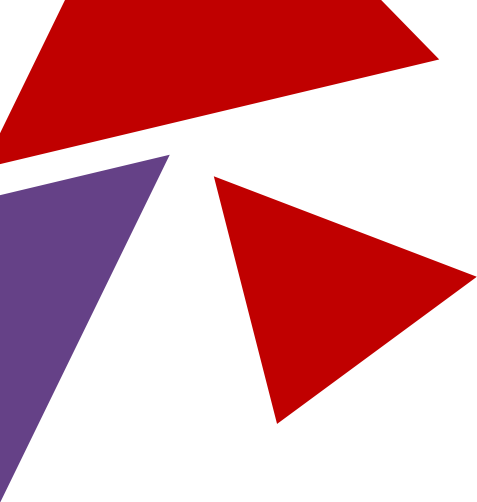
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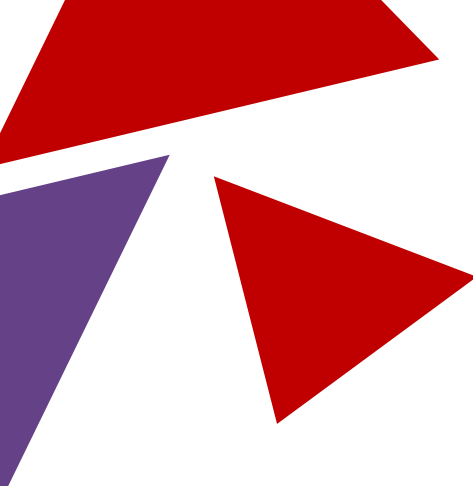
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