

# ANNUAL EMPLOYEE CHECK IN

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION ONE

Current Role/Responsibilities:

Please list 2-3 examples in each category below:

Strengths — What do you excel at?

Employee Comments:

Manager Comments:

Weaknesses — Where do you have room for growth?

Employee Comments:

Manager Comments:

Opportunities — What trends do you foresee that may have a positive impact?

Employee Comments:

Manager Comments:

Threats (External) — What Obstacles do you face?

Employee Comments:

Manager Comments:

Action Items



## SECTION TWO

A SMART goal is a short statement that a person makes to lead them in the direction of what they want to accomplish. SMART stands for Specific, Measurable, Achievable, Relevant and Time-bound.

When completing the below section, please complete as SMART goals.

List 2-3 Personal/Development Goals for 2019:

List 2-3 GWS&A Goals for 2019:

## SECTION THREE

Help us improve GWS&A! Please provide your comments below.

What are the best parts about working at GWS&A?

What improvement/changes would you like to see at GWS&A?

Employee Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

