

Cme Roles and Responsibilities



TEAM MEMBERS

- Use the Team Member Guide to prepare for Check-In meetings
- Participate in team meetings and goal-sharing sessions
- Solicit feedback from and initiate development conversations with direct manager
- Provide examples of performance, both wins and challenges
- Track progress on specified goals and behaviors
- Discuss performance openly and frequently with direct manager

MANAGERS

- Schedule team meetings and Check-Ins
- Lead and actively participate in team meetings and Check-Ins
- Provide feedback continually, rather than waiting for formal meetings or year-end
- Support team member's efforts to achieve success and work on identified behaviors
- Address performance issues proactively
- Create a climate that encourages open conversation and growth
- Demonstrate behaviors associated with HHHunt Values and Brand Promises
- Seek support from own manager & HR as needed

HUMAN RESOURCES

- Guide and train managers, leaders and team members on the process
- Create educational materials and live training sessions about the process
- Provide support and answer questions throughout cycle
- Help ensure consistency of process without policing it

SENIOR LEADERS

- Champion the Check-In process throughout the year
- Actively guide and coach direct reports through the process