

Cme Check-In – Team Member Guide (Details)



ONE COMPANY, ONE VISION BALANCED SCORECARD

COMPANY METRICS	BUSINESS UNIT METRICS	PROPERTY/TEAM METRICS
MORE INFORMATION AND SPECIFIC INSTRUCTIONS COMING SOON!		

CHECK-IN QUESTIONS

COLLABORATE	<p>How are you contributing to team outcomes and what opportunities do you see to expand collaboration in the future?</p> <ul style="list-style-type: none"> • <i>Think about how you have contributed to team successes through working with individuals on your team, in your division, with other divisions or customers over the last few months.</i> • <i>Connect examples back to support Balanced Scorecard (BSC) goals where possible.</i> • <i>Focus on behaviors as well as outcomes.</i> • <i>Team outcomes refers to BSC metrics and how collaboration played a part in achieving those metrics.</i> • <i>Collaboration opportunities refers to being proactive in working with others to achieve work goals, objectives, metrics, etc.</i> <p><i>(Managers –assist with alignment to metrics, as well as contribute your observations on collaborative activities.)</i></p>
CONNECT	<p>What accomplishment(s) are you most proud of and how does that contribute to team, division and/or company metrics?</p> <ul style="list-style-type: none"> • <i>Highlight your accomplishments. Include anything you feel passionate about and try to relate back to what you said you wanted to accomplish.</i> • <i>Include any examples of Value or Brand Promise behaviors.</i> <p><i>(Managers - show line of sight of what the employee is proud of and what they are looking forward to back to the bigger picture and success of company. Additionally, share your observations on accomplishments.)</i></p>
CHALLENGE	<p>What challenges have you faced that will help you moving forward?</p> <ul style="list-style-type: none"> • <i>Explain what you have learned through any challenging assignments you had over the last few months and how you can use that to help you work better going forward.</i> <p><i>(Managers - ask for barriers that the employee may need your help with in removing or dealing with in the future.)</i></p>
COACH	<p>What are your development goals and what feedback and/or suggestions for future development do you need from your manager?</p> <ul style="list-style-type: none"> • <i>Discuss what you would like to develop both from a technical aspect and with behaviors.</i> • <i>Connect back to your Personal Development Plan (if you have one), and ask for feedback.</i> <p><i>(Managers – Remember the STAR approach to providing feedback: describe the Situation or Task faced, the Action taken, and the Results of the action. If coaching for improvement, also discuss possible alternative Actions and possible alternative Results.)</i></p>

COMMIT

What are you going to focus on for the next period and what can your manager do to support you?

- *Provide focus areas for the next few months and what you need from your manager to help you be successful.*
(Managers – provide input to focus areas if needed, listen to what they need from you, and provide support to them without removing responsibility.)

For any questions, please contact your manager or HR Business Partner.