



## Initial Touch Point

**Our Mission:** Connecting Our Community

**Our Vision:** In all that we do, we are committed to creating a more connected, sustainable, and equitable community

**Values:** Respect, Integrity, Innovation, Equity, Safety, Collaboration

**Employee:**

**Date:**

**Supervisor:**

**Department:**

**Purpose:** To create a collaborative opportunity for leadership and their team member to create or update goals, and discuss challenges, milestones, and strategic objectives. Additional worksheets can be used as needed to develop goals. To be concise with goals of employee development, relationship building, and clear communication. Complete at fiscal-year start.

**Pre-meeting Job Description Review** – Are there changes that need to be made?

**Goals Outlined** – What are the goals and milestones for the quarter – to be a collaborative effort. Use the SMART method (Specific, Measurable, Attainable, Relevant, Time-based). Use worksheets if needed.

**Personal Strengths That Will Help Contribute to Your Success.** Strength Finders or recognized strengths.

**Is There Anything Holding You Back?** Determine barriers, consider other responsibilities – is the employee's plate too full?

**Do You Have Everything You Need to Be Successful?** Confirm the employee has all the resources needed to succeed – Set them up for success.

**Do You Enjoy This Type of Work?** Not all projects will be fun – collaborate on a strategy to keep the employee motivated, if needed.

**Do you have any feedback for me?** Employee to provide management feedback to supervisor.