**YOU@PSU: Ongoing Performance Management Meeting Notes**

**Performance Management Cycle: April 1, 2017- March 31, 2018**

**Instructions:** Use this worksheet to document notes from the on-going performance management conversations you have throughout the year, including the Mid-Year Check-In.

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| **Meeting Date** | **What I’ve Accomplished** | **Current Challenges** | **Feedback from My Supervisor** | **Other Notes** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5.  |  |  |  |  |