FY19 Final Check-In Guidance for DivOps Team Members

Final Check In:

- Provide comments on all of your goals.
- Comment on the extent to which goals agreed upon for this review period were achieved.
- Highlight significant accomplishments and include any special recognition received throughout the year.
- Identify areas that should be targeted for improvement. Employees may include self-assessment comments on the key performance factors in this section.

Below are a series of questions that can answer to complete your final check in:

✔ What goals did you have this year? Personal, team or department goals? Did you complete the goal successfully?
✔ What other accomplishments did you have this year that you feel are worth highlighting? Think about the entire performance review year.
✔ What training did you attend or participate in?

Public Speaking for Everyone - October/November, 2018
Preparing for Success - April, 2019

FM Monthly Safety Training

- Electrical Safety: August 8, 2018
- Confined Space: September 27, 2018
- Lock Out/Tag Out: October 10, 2018
- Hot Work and Red Tag Permit: November 14, 2018
- Respiratory: December 12, 2018
- Lead & Asbestos: January 9, 2019
- Back Safety: February 13, 2019
- Fall Protection: March 13, 2019
- GHS Right to Know: Hazcom: April 11, 2019
- Hand and Power Tools: May 8, 2019

Computer Basics Training

- August 2, 2018
- October 4, 2018
- November 1, 2018
- December 6, 2018
- February 7, 2019
- April 5, 2019
- May 24, 2019
- June 6, 2019

✔ Did you take any other courses or complete any certification program?
✔ What would you like to focus on for professional development in the coming review year? Are there particular classes you’d like to take or training that would be beneficial to you in your role? Please add those notes in the goals comments.