

## Clarity & Initial Priorities Check-In

**Purpose:** To clarify the top priorities for this role in the first 3-6 months, align expectations, and identify any potential barriers to success.

**Employee –** \_\_\_\_\_

**Supervisor –** \_\_\_\_\_

### Top Role Priorities

Priority	Description of What Success Looks Like	Target Completion/Check-In

### Potential Barriers

Identified Barrier	Support Needed/Training/Notes

### **Support Plan**

What specific supports will be put in place (training/coaching, shadowing, mentorship, access to tools, etc.)?

### **Next Steps**

How will we continue to check-in (biweekly 1:1s, weekly Zoom, etc.): \_\_\_\_\_

Additional comments/notes: