

Becoming YU Check-in Form

Name:		Position:	
Coach's Name:	Learning Period:	Date of Preparation:	
Date Interim Review Completed:		Date Final Review Completed	

The Check-In Form is designed to support you in setting goals that are aligned with your position/role and your Unit's goals. This form enables you to plan your own learning and development and assists you in developing future leadership and career plans. Through this form you can identify which leadership and career competencies and/or skills you want to learn and why, outline which activities might help you to build these competencies/skills and track your accomplishments.

Benefits of the Check-In Form

- ✓ Identifies clear learning objectives, as established by yourself ;
- ✓ Outlines competencies and/or skills required to achieve those objectives;
- ✓ Enhances communication between you and your Coach;
- ✓ Facilitates feedback in relation to your development; and
- ✓ Provides an opportunity to develop and discuss your future leadership and career plans.

Check-In Form Sections

Part I describes the student's learning objectives and how they hope to achieve them as they relate to the experience/position/role

Part II is the Mid-Way check-in completed by the student and their Coach.

Part III is the Final review completed by the student and their Coach.

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PART I - STUDENT WORK GOALS AND MEASURES

Please complete the following sections based on the skills you identified as wanting to develop in the first Understanding YU module and through previous experiences and reflections. Be sure to engage your coach or student leader/mentor/group in this discussion to validate your goals.

PLEASE NOTE: This section can be amended as your goals, objectives and/or priorities change OR as a result of your Coach's feedback.

Learning Objectives <i>This is what I want to learn</i> List the specific skills you want to develop and the goals you hope to achieve in your current experience/ position/role.	Rationale <i>This is why I want to learn it</i> Describe why it is important to you and how it will contribute to your current experience/position/role and your overall development.	Learning Activities/ Measures <i>This is how I might learn it</i> Describe how you will go about building your skills and achieving your goals and how they will be measured, e.g. quantity, quality, timelines.
<i>E.g. I want to learn how to write professionally.</i> <i>E.g. I want to learn how to manage my time better.</i> <i>E.g. I want to work on my attention to detail skills.</i>	<i>E.g. I would like to assist the department in furthering their communications goals as many students are unaware of their services; and I am interested in a career in writing.</i> <i>E.g. I feel that time management is an important life skill and this position will require me to manage my work schedule, school and extra-curricular commitments.</i> <i>E.g. I know that attention to detail is an important skill for the career in accounting that I would like have, I want to use this opportunity to hone this skill.</i>	<i>E.g. I will work with my Coach to outline a communications plan and content timeline in which I will write emails, reports, social media messages and contribute to the creation of marketing materials.</i> <i>E.g. I will attend a Time Management workshop with Learning Skills Services and then work with my coach to put in place a plan.</i> <i>E.g. I will work with my coach to outline a plan that gives me the opportunity to practice and develop this skill.</i>
1.		
2.		
3.		
4.		

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PART II - MID-WAY CHECK-IN

Mid-way Results Achieved
Describe what you have done to date to work towards achieving your goals.
<i>E.g. I drafted emails for volunteers. I wrote an analysis of student evaluations for my Coach.</i>
<i>E.g. I attended a Learning Skills workshop on Time Management; developed and implemented a weekly calendar that schedules a time for all my commitments (curricular, co-curricular and work).</i>
<i>E.g. I developed a new filing system and a process for double checking that material was placed in the files.</i>
1.
2.
3.
4.
5.

Student's Comments (consider the following):

- How is your experience going so far?
 - What do you see as a valuable component of your experience?
 - What has not been valuable so far?
 - How could your individual experience be improved?
 - What actions would you like to take to improve your experience?
 - How are you progressing towards meeting your goals?
- Are the goals outlined in your Becoming YU: Check-In form still realistic?
 - Are the activities/measures outlined in your Becoming YU: Check-In form still realistic?
 - Are you experiencing any challenges?
 - What do you think are your biggest achievements to date?
 - What skills are you developing? Are there additional skills you'd like to build?

Feedback/Other Comments:

I HAVE READ AND DISCUSSED THIS REVIEW WITH MY COACH

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PART III - FINAL CHECK-IN

Final Results Achieved
Describe what you have done to date to work towards building your skills and achieving your goals.
<i>E.g. In addition to the interim results, I drafted an article for YFile and wrote event descriptions for marketing materials for several departmental events with the student audience in mind.</i>
<i>E.g. Using my calendar, I was able to manage my time effectively and ensure that I kept all of my commitments.</i>
<i>E.g. I continued to use the filing system that I created.</i>
1.
2.
3.
4.
5.

Student’s Comments (consider the following):

- How was your overall experience?
 - What did you see as a valuable component of your overall experience?
 - What was not valuable?
 - What are your major strengths?
 - Were there opportunities for improvement or development?
- How did the work that you completed help to clarify your interests?
 - What were the top skills you developed or improved during this experience?
 - How do you plan to use/apply what you learned from your experience?

Feedback/Other Comments:

I HAVE READ AND DISCUSSED THIS REVIEW WITH MY COACH