**Engagement Check-in**

Meeting invitation template | 5 minutes

When possible, let your employee know what to expect when scheduling an engagement check-in. Use the template below as a starting place.

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| **To:****From:****Subject:**  | Employees that you’ll be meeting with for an engagement check-inYouEngagement check-in<MODIFY FOR YOUR VOICE AND TONE> |

Hi <Employee first name>,

First, let me say that I truly value you, and your contributions to our team, so thank you.

Building on that, I’d appreciate an opportunity to dig in a bit more to find out what keeps you engaged. Specifically, I’m interested in exploring the following questions:

* What do you most look forward to when you come to work?
* What aspects of your job do you wish you could change?
* What’s the most meaningful thing that can be done to increase your engagement?

During our time together, let’s dig in to identify what I can do as your supervisor, or we can do as an organization, to increase your engagement and create positive change in our workplace.

Looking forward to it.

<Your name>