

Name \_\_\_\_\_ Department/Unit \_\_\_\_\_

Employee(s) Rounded on \_\_\_\_\_ Date/Week of \_\_\_\_\_

Key Words or Questions	Special Employee Issues

*Tip: Initially explain the purpose of leader rounding!*

Steps	Comments	
1. Personal Connection		
2. What's working well?		
3. Is there anyone I should recognize (staff, faculty, leaders) for doing great work?	<u>Who</u>	<u>What/Why</u>
4. Are there any systems/processes that need improvement?		
5. Do you have the basic tools and equipment to do your job?		
6. Tough Questions		
7. Behaviors Coached <input type="checkbox"/> AIDET/Key Words <input type="checkbox"/> Customer Service Priorities <input type="checkbox"/> Credo <input type="checkbox"/> Other: _____		
8. Is there anything I can help you with right now?  Thank You for making a difference at Vanderbilt!		

**Review findings with next level leader in one-on-one meetings.**