



EMPLOYEE 1:1 MEETING

Employee:
Supervisor:
Date:

Informal check-in x How are you doing? x How was your weekend?	
Project or Responsibilities Recap x Tell me what you are working on? x What is your proudest accomplishment? x What updates do you have regarding the action items we discussed last meeting?	
Department Updates from Manager x Ask if the employee has any questions on what was covered?	

Open Discussion

- x Is there anything we have not covered that you would like to discuss?
- x Do you have any concerns?
- x Would you like more/less direction from me?
- x Would you like more/less feedback?

Wrap-up/Action items

- x Is there anything you need from me to complete these action items?
- x Do you feel like you can accomplish these action items by the deadlines?