



EMPLOYEE 1:1 MEETING

Employee:
Supervisor:
Date:

Informal check-in <ul style="list-style-type: none">• How are you doing?• How was your weekend?	
Project or Responsibilities Recap <ul style="list-style-type: none">• Tell me what you are working on?• What is your proudest accomplishment?• What updates do you have regarding the action items we discussed last meeting?	
Department Updates from Manager <ul style="list-style-type: none">• Ask if the employee has any questions on what was covered?	

Open Discussion

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

Wrap-up/Action items

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