



Employee 1:1 Meeting Guide Template

Instructions

This template is designed to help managers and employees hold consistent, meaningful, and productive one-on-one meetings. Regular one-on-ones ensure alignment, surface challenges early, celebrate progress, and create space for coaching and growth. This template helps both parties stay focused while still allowing flexibility for deeper conversations.

- Hold one-on-ones regularly
- Share the agenda in advance so the employee can prepare
- Let the employee lead sections about their work, progress, and concerns
- Use the prompts as conversation starters, not a script
- Capture action items clearly so both parties leave with shared expectations.
- Review previous notes at the start of each meeting to track progress over time
- Keep the focus on the employee, not just tasks
- Store and reference these documents during annual performance reviews to identify:
 - Key achievements and milestones
 - Patterns in strengths and growth areas
 - Follow-through on action items
 - Coaching conversations and support provided

Employee Information:

Employee Name:

Employee Title:

Supervisor Name:

Date:

Informal Check-In (2-5 minutes)

Purpose: Build trust, rapport, and psychological safety. Small talk helps strengthen the relationship and opens the door for honest conversations.

Prompts:

- How are you doing today?
- How was your weekend or time off?
- Before we dive in, is there anything on your mind?

Supervisor Tips:

- Listen actively; avoid jumping into task discussion too quickly
- Look for patterns in mood or stress levels over time

Notes:

Project & Responsibilities Recap (5-10 minutes)

Purpose: Allow the employee to lead the conversation about progress, accomplishments, and challenges. This is a prime moment for recognition.

Prompts:

- What are you currently working on?
- What progress have you made since our last meeting?
- What is your proudest accomplishment this week/month?
- What updates do you have on the action items we discussed previously?

Supervisor Tips:

- Reinforce with specific praise
- Ask clarifying questions to understand workloads and priorities
- Identify opportunities to remove roadblocks

Notes:

Department & Organizational Updates (3-7 minutes)

Purpose: Share relevant updates, changes, or priorities that may impact the employee's work

Prompts:

- Here are the latest updates on our team/department goals...
- Do you have any questions about how these updates affect your work or priorities?
- Is there anything unclear or concerning about these changes?

Supervisor Tips:

- Connect updates to the employee's role so they understand impact.
- Encourage questions, silence does not mean understanding.

Notes:

Open Discussion (5-10 minutes)

Purpose: Create space for the employee to raise concerns, ideas, or needs. This is where deeper coaching and support happen.

Prompts:

- Is there anything we haven't covered that you would like to discuss?
- Do you have any concerns about your work, workload, or team dynamics?
- Would you prefer more or less instruction from me?
- Would you like more or less feedback?
- What is one thing that would make your workload more manageable?

Supervisor Tips:

- Ask open-ended questions and pause long enough for real answers
- Look for underlying themes: clarity, autonomy, recognition, growth, etc.

Notes:

Wrap-Up and Action Items (3-5 minutes)

Purpose: Ensure alignment, clarify expectations, and confirm next steps.

Prompts:

- Here are the action items we discussed today...
- Is there anything you need from me to complete these items?
- Do you feel confident you can meet the deadline?
- What support would be most helpful from me this week?

Supervisor Tips:

- Summarize verbally and optionally send a follow-up email
- Keep action items realistic and measurable

Notes:

Action Items Summary:

Action Item(s):	Owner:	Due Date:	Support Needed:

Supervisors are responsible for storing and retaining this document in accordance with University policies and record-retention guidelines.