

## One-on-One Employee Meeting Form

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_

### Meeting Agenda:

#### 1. Wins & Successes

- What accomplishments or progress have you made since our last meeting?
- What are you proud of?

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#### 2. Challenges & Roadblocks

- What obstacles are you facing in your role?
- How can I or the company support you in overcoming these challenges?

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#### 3. Performance & Goals Review

- Review key performance indicators (KPIs) and progress toward goals.
- Are there any areas where improvement is needed?
- Set new short-term and long-term goals.

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**4. Feedback & Development**

- What skills or knowledge would you like to develop?
- Provide constructive feedback (both strengths and areas for growth).
- Discuss training, mentorship, or coaching opportunities.

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**5. Company & Culture**

- Do you have any suggestions for improving the team or company culture?
- How satisfied are you with your current role and responsibilities?

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**6. Next Steps & Action Items**

- Outline action items and responsibilities for both the employee and manager.
- Set deadlines for follow-up and accountability.

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**Notes & Additional Comments:**

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**Next One-on-One Scheduled for:** \_\_\_\_\_

**Manager/Supervisor Signature:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

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## Instructions for an Effective One-on-One

1. **Schedule Regularly:** Hold one-on-one meetings consistently (weekly, bi-weekly, or monthly) to maintain open communication and accountability.
2. **Be Present & Engaged:** Eliminate distractions, maintain eye contact, and actively listen.
3. **Encourage Open Dialogue:** Make employees feel comfortable sharing honest feedback and concerns.
4. **Focus on Growth & Solutions:** Discuss challenges but shift the focus toward finding actionable solutions.
5. **Track Progress:** Follow up on previous discussions and ensure commitments are being met.
6. **End on a Positive Note:** Recognize achievements and motivate the employee to keep progressing.

Effective one-on-ones strengthen leadership, improve employee engagement, and contribute to a high-performing team.