

# One-on-One Meeting

With: \_\_\_\_\_

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

## Check-in

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How are things going generally?

How are you feeling?

## Tasks

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Tell me about what you are currently working on: What has gone well? What do you want to improve? What can I do to help? What can you do?

Supervisor provides observations on tasks being discussed and celebrates wins then shares items they request follow up on and any new tasks (setting clear expectations).

## Development

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What activities in your job do you enjoy the most? Which projects from the past year are you most proud of?

What are your career goals for the next year or two? Do you feel you're growing toward where you want to be? What can I do to help get you started?

## Next Steps

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What can you do to take action or make progress on what we talked about today?

What can I do to take action or make progress on what we talked about today?

Follow up meeting date: \_\_\_\_\_

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