

Guidance for One-on-One Meetings

One-on-ones are one of the most important performance management tools you have as a supervisor. These meetings are where you can ask strategic questions such as, *are we focused on the right things?* Additionally, from a rapport point of view, one-on-ones are how you show employees that you value them and care about them. Your goal is to show your commitment to helping your employees develop and grow but also to think about how best you can work side-by-side with this person to get things done.

Here are some quick tips for scheduling one-on-ones with your employees:

- **Start by blocking regular time in your schedule.** Some supervisors hold half-hour meetings with each employee every month, others do one hour each week. What matters most is to consistently take the time to meet. Taking a few minutes to coach your employees frees up your time to focus on your own work with the confidence that you won't be putting out fires later.
- **Make sure to incorporate elements of both mentoring and coaching as you meet with your employees.** A supervisor's job is to aid each employee on their personal and professional journey through life as it relates to working at Clemson University. Mentoring and coaching lets people know that they are supported, which helps to form a strong sense of belonging. One-on-one meetings directly impact team productivity, morale and engagement.
- **Remember that one-on-ones are more than just meetings,** they are one of your most important performance management tools. Within one-on-one meetings, you have an opportunity to learn an employee's progress of specific tasks and projects and to redirect their course as necessary. Providing consistent communication and feedback throughout the year via one-on-one meetings can prevent any surprises during a performance review meeting.

At Clemson University, we believe the meaningful conversations that take place during one-on-ones help employees AND supervisors to grow, develop and engage within their role, their team and their organization.

Please see these resources for more in depth information including how to conduct one-on-one meetings:

<https://hbr.org/2016/08/how-to-make-your-one-on-ones-with-employees-more-productive>

<https://www.15five.com/blog/one-on-one-meeting-checklist/>

<https://www.tinypulse.com/blog/-importance-of-11-meetings-and-what-you-should-discuss-in-them>

<https://getlighthouse.com/blog/one-on-one-meeting-questions-great-managers-ask/>

<https://wavelength.asana.com/workstyle-what-is-a-1-1/>

<https://wavelength.asana.com/coaching-workplace-why-examples/>