

Monthly One on One Template

Employee Name _____

Month _____

Preparation
Key Goals and Follow Up from Last One on One
Concerns or Issues to Raise
Review of the Past Month/Current State
Tell me about this past month. What went well? Biggest accomplishment or work you're proud of? What is your biggest challenge right now?
Looking Forward
What are your priorities for the coming month? What resources would be helpful to you right now? Is there anything I can help you with?
Year to Date Status on Goals/Competencies & Current Feedback
How are things progressing on your goals and competency development?
Request for Feedback
Is there anything you'd like me to do more of or less of? Start doing or stop doing? Any other feedback for me? Any feedback on the company as a whole- What things should we do differently?
Action Items

