

# ONE-ON-ONE MEETING

Employee \_\_\_\_\_ Manager \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

## ACTIONS TAKEN

What action have you taken since our last one-on-one?

## METRICS

How are you performing relative to your metrics?

## UPDATES & IDEAS

What areas need to be addressed? What ideas do you have?

## PERSONAL, PROFESSIONAL, AND FINANCIAL GOALS

Updates and challenges

PERSONAL	PROFESSIONAL	FINANCIAL

## ACTION PLAN

What are the next steps and actions you will take after this meeting?

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Employee Signature

Manager Signature