Employee Name: Date/Time of Meeting:

Attendees:

**General Employee Check-In:**

* How are things going this week/month?
* Are there any challenges you are working through?
* What topics would you like to discuss during this meeting?

**Progress Check-In:**

* What have you been working on since we last met?
* What are your priorities this week/month?
* Are there any tasks or projects you are concerned you may not be able to accomplish?

**Follow Up:**

* Discuss outstanding topics from previous meetings.

**Performance/Behavior Concerns:**

* If applicable, discuss any performance or behavioral concerns that are not serious enough to require action through the formal performance process or the progressive discipline process but need to be discussed.

**Recognition:**

* Identify specific things the employee has done well (accomplishments since the last meeting) and express gratitude for their contributions.

***This document is designed to be used to provide managers and supervisors with tool to plan for and informally document one-on-one meetings with employees. This document should not be used to document formal coaching sessions or discussions regarding behavioral issues. This form is not a part of the employee’s personnel file but may be referred to when drafting performance reviews, coaching session and other formal employment documents. Be advised that this document may be subject to release in response to a Freedom of Information Act (FOIA).***