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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**One-on-One Meeting Template**

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| **One-On-One Meeting Template** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
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| The Individual Development Plan Template provides a structured framework for employees and their supervisors to collaboratively plan and track professional growth and career development.  |  |
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| **1. General Check-In** |  |
| **Q1:** How are you feeling today? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **Q2:** What’s been the highlight of your week so far? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **Q3:** Are there any personal or professional achievements you'd like to share? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **2. Work Progress and Performance** |  |
| **Q1:** What have you been working on recently, and how is it going? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **Q2:** Are you facing any challenges or obstacles with your current projects? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **Q3:** Is there anything you need from me or the team to help you succeed? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **3. Feedback and Development** |  |
| **Q1:** How do you feel about the feedback you've received recently? Is it clear and actionable? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **Q2:** What areas would you like more feedback or guidance on? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **Q3:** Are there any skills you’re interested in developing or areas you’d like to grow in? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **4. Goals and Future Planning** |  |
| **Q1:** How do you feel about the feedback you've received recently? Is it clear and actionable? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **Q2:** What areas would you like more feedback or guidance on? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **Q3:** Are there any skills you’re interested in developing or areas you’d like to grow in? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **5. Team Dynamics and Collaboration** |  |
| **Q1:** How do you feel about the team’s collaboration and communication? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **Q2:** Is there anything we could do differently to improve teamwork or support each other better? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **Q3:** Are there any team members you’d like to collaborate with more closely? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **6. Company Culture and Environment** |  |
| **Q1:** How do you feel about the company culture? Are there any changes you’d suggest? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **Q2:** Do you feel valued and appreciated in your role? |  |
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| **Q3:** Is there anything we can do to make the work environment more positive for you? |  |
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| **7. Work-Life Balance** |  |
| **Q1:** How do you feel about your current work-life balance? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **Q2:** Are there any adjustments we can make to better support your work-life balance? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **Q3:** Is there anything outside of work that’s affecting your ability to focus or perform? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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| **8. Support and Resources** |  |
| **Q1:** Do you have all the tools and resources you need to do your job effectively? |  |
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| **Q2:** Are there any additional resources or support you feel you need? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **Q3:** How can I better support you in your role? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **9. Long-Term Vision and Career Path** |  |
| **Q1:** Are there any projects or roles within the company you’re interested in exploring? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **Q2:** What motivates you the most in your work? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **Q3:** How can we help align your personal career goals with the company’s vision? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **10. Long-Term Vision and Career Path** |  |
| **Q1:** Is there anything else on your mind that you’d like to discuss today? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **Q2:** What can I do to make these one-on-one meetings more valuable for you? |  |
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| **Adele's answers** | **Miriam's answers** |  |
| Lorem ipsum | Lorem ipsum |  |
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| **Q3:** Do you have any feedback for me or suggestions on how I can improve as a manager? |  |
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| **Adele's answers** | **Miriam's answers** |  |
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|   | **Rating** |   | **10** |  |
| **Overall Comments** |  |
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| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |  |