

## One-on-One Meeting

Employee Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Period: \_\_\_\_\_

What I did really well:

What I need to improve:

What I need help with:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_