



Rework.com

One-on-One Meeting Agenda

For Remote Work





First One-on-one Meeting with New Employee

Date: _____

Time: _____

Location: _____

Manager: _____

Employee: _____

Discussion

What are your preferred communication channels?

Notes:

When do you feel most productive during the workday?

Notes:

What types of projects energize you the most?

Notes:

Where do you see yourself professionally in the next few years?

Notes:

What specific accomplishments would mark a successful month for you?

Notes:

When and how frequently would you like us to have one-on-ones?

Notes:



Weekly One-on-one Meeting

Date: _____

Time: _____

Location: _____

Manager: _____

Employee: _____

Discussion

What was your biggest win or biggest challenge this week?

Notes:

Are you making progress on your goals? Are there obstacles I can help clear?

Notes:

What tasks or processes seem to be slowing you down this week?

Notes:

Is there anything I can change about my approach to better support you?

Notes:

**On a scale of 1-10, how satisfied are you with your work-life balance this week?
How can we collaborate to improve it?**

Notes:



Monthly One-on-one Meeting

Date: _____

Time: _____

Location: _____

Manager: _____

Employee: _____

Discussion

What stood out for you both professionally and personally this past month?

Notes:

Give me an update on your goals: progress, feelings, and any relevant metrics.

Notes:

How can I improve my approach to better assist you?

Notes:

What potential changes could I make to enhance your support experience?

Notes:

Do you feel you receive adequate feedback on your work and its impact?

Notes:

What personal endeavor are you most interested in exploring outside of work?

Notes:



Quarterly Performance Review Meeting

Date: _____

Time: _____

Location: _____

Manager: _____

Employee: _____

Discussion

Reflecting on the past quarter, what accomplishment are you most proud of?



Notes:

What were the biggest challenges you faced, and how did you overcome them?



Notes:

Looking at your goals set at the beginning of the quarter, which ones did you achieve, and what were the key learnings from any setbacks?



Notes:

What are your top 3 goals for the next quarter, and how can we best support you in achieving them?



Notes:

Are there any resources, training, or development opportunities that you feel would be beneficial for you in the upcoming quarter?



Notes:



One-on-one Meeting with Remote Employee

Date: _____

Time: _____

Location: _____

Manager: _____

Employee: _____

Discussion

How is your experience working remotely so far? Are there any specific challenges or adjustments you'd like to discuss?



Notes:

Do you feel fully equipped and supported with the necessary tools and resources to be productive remotely?



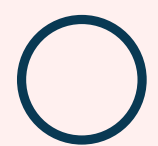
Notes:

Are you comfortable with our team's current communication channels?



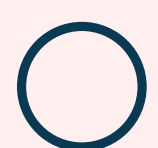
Notes:

Do you feel adequately connected and informed about what's happening within the team and the company?



Notes:

Do you feel like you are maintaining a healthy work-life balance while working remotely? Do you need any additional support or resources?



Notes:



Salary Review Meeting

Date: _____

Time: _____

Location: _____

Manager: _____

Employee: _____

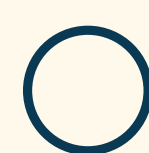
Discussion

Reflecting on the past year, what accomplishments are you most proud of, and how did they impact the team/company?



Notes:

What were the key challenges you faced this year, how did you navigate them?



Notes:

What specific examples can you share that demonstrate your commitment to your role and exceeding expectations?



Notes:

Do you have any information on the current market value for your skills and experience in this role and location?



Notes:

What are your hopes and aspirations for your career growth within the company?



Notes: