## First One-on-One Meeting Guide



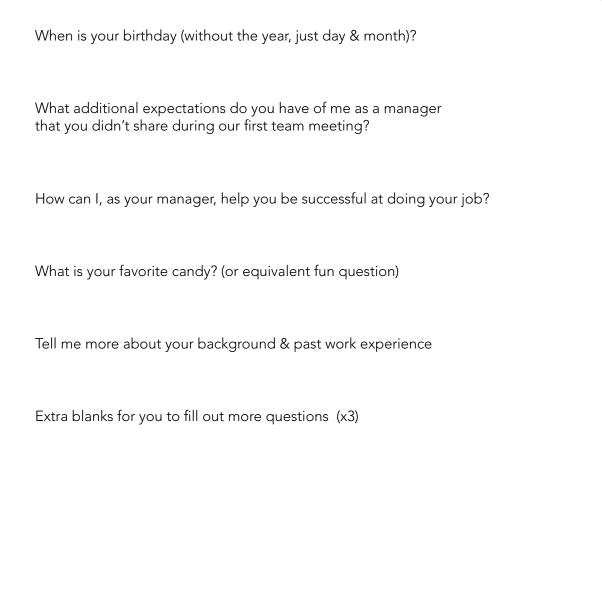
One-on-One Meeting Questions:

Ask the following of each employee and record his/her answers for future reference:

Name:	Date:
What motivates you?	
How do you prefer to communicate?	
How do you like to partner with your manager?	
How do you like to be recognized?	
What do you like most about your job?	
What do you wish you could change about your job?	
What are your main strengths and weaknesses?	
What do you like to do for fun outside of work?	

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The Young Professional's Guide to Managing

Do you have any questions for me?