



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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When is your birthday (without the year, just day & month)?

What additional expectations do you have of me as a manager that you didn't share during our first team meeting?

How can I, as your manager, help you be successful at doing your job?

What is your favorite candy? (or equivalent fun question)

Tell me more about your background & past work experience

Extra blanks for you to fill out more questions (x3)

Do you have any questions for me?