### Employee One-On-One Form

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

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| --- | --- | --- |
|  | Status | What I need from my Manager |
| **Projects:** |  |  |
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|  |  |  |
| **Tasks:** |  |  |
|  |  |  |
|  |  |  |
| **Training:** |  |  |
|  |  |  |
|  |  |  |
| **Goals/Objectives:** |  |  |
|  |  |  |
| **Concerns/Issues:** |  |  |
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