

INSTRUCTIONS AND QUESTIONS FOR QUARTERLY ONE-ON-ONE ASSESSMENTS



PURPOSE: A one-on-one assessment is a regular check-in between two people in an Organization – typically a manager and an employee. It's used to give feedback, keep each other in the loop, resolve issues, and help the participants grow in their roles.

INSTRUCTIONS: Employee will complete this form one week before the scheduled quarterly meeting and will bring the form to the meeting to go over with their Manager

1. What are the highlights of the last quarter?

- A. _____
- B. _____
- C. _____

2. Are you in need of any additional support (training, tools, resources, team members)?

3. What are your professional goals for the next quarter?

- A. _____
- B. _____
- C. _____

4. Any ideas on how the Association can improve?

5. Employee Open Discussion and Comments

6. Direct Manager /Program Director Comments:

SIGNATURES *(must be original inked signatures)*

Employee Signature: _____

Date: _____

Direct Supervisor Signature: _____

Date: _____