One-on-One Meeting Notes

[Company Name]

Use this for regular check-ins (weekly, every two weeks or monthly). Keep each meeting short and focused on progress, problems and next steps.

Field	Fill in
Employee name	
Manager	
Date	

Topic	Notes
What went well since we last met	
Progress on goals	
Problems or roadblocks	
Support the employee needs	
Feedback from the manager	
Feedback from the employee	
Training or development	

Action	Who	By when

Free sample form from the Performance Review Templates by VARS Digital. The full Word set has seven forms on one 1 to 5 scale: goal setting, one-on-one notes, a 90-day review, a self-assessment, peer feedback, the annual review and an improvement plan. See it at varsdigital.app/p/performance-review-templates-word/