

---

## Name & Department

Mark Forster  
Sales Department (New York)  
mark.forster@apple.com

# One-on-One with [Software Engineer]

Date: 5<sup>th</sup> September 20XX

## OPENING

- How was your week so far?
  -

## PROJECT UPDATES

- How are your current projects going? Any major accomplishments or roadblocks?
  -
- Are there any technical challenges you'd like to discuss or brainstorm?
  -

## CODE QUALITY & DEVELOPMENT

- How do you feel about the quality of your work recently?
    -
  - Are there any areas where you'd like to improve or learn new skills?
    -
-

---

## **TEAM, COLLABORATION & NEXT STEPS**

- **How is collaboration within the team? Are there any communication gaps?**
  -
- **Are the tools and processes we use supporting your work effectively?**
  -
- **How do you see your career progressing in the next year or two?**
  -
- **How can I help you succeed?**
  -

## **CLOSING**

- **What are you looking forward to in the next few months?**
- **Do you have any further questions or concerns?**