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**Name & Department**

Mark Forster

Sales Department (New York)

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One-on-One with [New Employee]

**Date: 5th September 20XX**

# WELCOME

# How are you settling in so far?

# MANAGER'S TOPICS: REVIEW

* **How has the onboarding process been for you? Is there anything you’d like more clarity on?**
* **Are there any tools, resources, or support you feel you need?**

# MANAGER'S TOPICS: ROLE & TASKS

* **How are you feeling about your role and responsibilities?**
* **Are there any immediate challenges or concerns you’d like to discuss?**

# 

# MANAGER'S TOPICS: ONE-ON-ONE ROUTINE & NEXT STEPS

* **How often should we have One-on-One meetings in your opinion?**
* **What do you expect from our regular One-on-One meetings?**
* **How can I support you better as you continue to settle in?**

## CLOSING

* **Once again, welcome to [our organization].**
* **What else should I ask in such first One-on-One meetings?**
* **Is there anything else on your mind?**