
Name & Department

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One-on-One with [New Employee]

Date: 5th September 20XX

WELCOME

- How are you settling in so far?

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MANAGER'S TOPICS: REVIEW

- How has the onboarding process been for you? Is there anything you'd like more clarity on?

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- Are there any tools, resources, or support you feel you need?

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MANAGER'S TOPICS: ROLE & TASKS

- How are you feeling about your role and responsibilities?

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- Are there any immediate challenges or concerns you'd like to discuss?

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

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