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**Name & Department**

Mark Forster

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Quarterly One-on-One [Name]

**Date: Q3 20XX Check-in, 4th of October**

# WARM-UP

# How was your last quarter in your view, on a scale from 1 (really bad) to 10 (really good)?

# MANAGER'S TOPICS: SUCCESS & PROGRESS

* **Looking at your goals, where are you at the moment?**
* **What were your biggest successes in the last quarter?**
* **What did you learn in the last quarter, which skills did you develop?**
* **How satisfied are you with your personal development in the last 3 months?**
* **What didn’t go as planned, and why?**

# TOPICS DIRECT REPORT (Name)

* …

# 

# MANAGER'S TOPICS: CHALLENGES & SUPPORT

* **What obstacles have you faced?**
* **Are there any resources or support you need?**

# MANAGER'S TOPICS: DEVELOPMENT & GOALS

* **Are there any new skills you’d like to develop?**
* **How do your priorities align with the team’s tasks?**
* **What are your core goals for the next quarter?**
* **How can I help you move towards your career goals?**

## CLOSING

* **Let’s summarize the tasks we wrote down from this meeting.**
* **Feedback: What can I do better to lead you and/or the team?**
* **Is there anything else to discuss?**