## 1-on-1 meeting

< NAME > | < DATE >

Assign yourself an overall performance rating:

Assign yourself an overall behaviour rating:

Commendable

Commendable

Satisfactory

Satisfactory

Needs development

Needs development

Outstanding

Outstanding

HOW ARE YOU GOING WITH WORK IN PROGRESS?  (e.g. On track, complete, behind plan, assistance required)  • • • •
WHAT ACHIEVEMENTS ARE YOU MOST PROUD OF DURING THE MONTH?  (Don't limit this to purely work-related achievements)  • •
WHAT OPPORTUNITIES HAVE YOU LEARNT FROM DURING THE MONTH?  (What hasn't gone to plan and what have you learnt?)  • •
WHAT IMMEDIATE DEVELOPMENT AREAS WOULD YOU LIKE TO FURTHER DEVELOP?  • •
WHAT DEVELOPMENT ACTIVITIES HAVE YOU ENGAGED IN, OR WOULD YOU LIKE TO ENGAGE IN?  • •
HOW ARE YOU DEMONSTRATING COUNCIL'S VALUES?  (Communication, Collaboration, Integrity, Leadership, Efficiency)  • •
GENERAL DISCUSSION POINTS (is there anything else you would like to discuss?)  • •
WHAT WOULD YOU LIKE TO SEE MORE, BETTER, DIFFERENT, OR LESS FROM ME?  • •