



Taking one-on-one meetings means that you are dedicating time in your calendar to connect with your New Hire. In the one-on-one meetings, you talk about priorities, challenges, and professional development.

This meeting template is a set of headings or questions that you as the Hiring Manager can ask your New Hire on an ongoing basis. For instance, you can ask your New Hire about wins, challenges, and learnings every week.

Topics like professional development and goals you can discuss on a quarterly basis.

The template below is a set of suggested questions that you can take the opportunity to adapt into your own.

1. What is top of mind this week?

2. What went well since we last spoke?

3. What is a recent learning for you?

4. What are the priorities you have worked on since we last spoke?

5. What are the priorities until we speak again?

6. Are you currently facing any challenges, I can help you with?

7. Do you have feedback on other topics you would like to discuss?

8. Action Items to be resolved: