1. One-on-ones are the perfect opportunity to talk about an employee’s career aspirations and provide positive and supportive feedback about an employee’s development.
2. Make sure to ask for the employee’s feedback about the agency and suggestions and recommendations on how things could improve.
3. If you or the employee is new, this is the time to start the employee engagement process – ask how recognition is received and how the employee likes to be recognized for a job well done, how the team celebrates success and manages missed opportunities.
4. This is the time to communicate agency vision and personalize the employee’s role in that vision.
5. Talk about future trainings and developmental opportunities that may be of interest to the employee. This helps you identify budget needs for the training and development needs of your staff.
6. Be thoughtful and respectful about the location of the meeting. Limit distractions and interruptions. This may be the only time the employee has the opportunity to share things not otherwise shared in a staff meeting, cubicle or impromptu setting.
7. For some it may be helpful to email the employee a couple of days before to ask about specific topics or information the employee would like to discuss. This allows you to prepare, resolve or approve issues on the spot (i.e., cost of training, job rotation or WOC opportunities, etc).
8. Gauge how much time is needed for the meeting. Normally 30 minutes is sufficient, but sometimes there is more information to share, so make sure to allow for additional time so you and the employee do not feel rushed.
9. Performance management meetings are separate from one-on-ones and should be scheduled separately.
10. Take notes for your supervisory file and have those ready for each one-on-one to make sure you and the employee have had a chance to complete any tasks from prior meetings (i.e., set up informational interviews, provide approvals for trainings, costs for software, etc.).

\* Inspired by information from [Talent Map](https://www.talentmap.com/one-on-one-meetings-with-employees/)