

# Catch up templates - one-on-one review



One-on-one reviews are an important part of managing a team.

Reviews should be completed every 1 to 3 months and can be informal. Below are some ideas for what to discuss; and be sure to take some notes and actions you can both refer to later.

<b>Employee:</b>	<b>Manager:</b>	<b>Date:</b>
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## Employee to comment

What are you enjoying about your job? What hasn't gone well recently?

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What questions do you have about the job or business?

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What progress has been made on your Training Plan?

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## Employer to comment

Feedback on performance and attitude in the first month:

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Our farm targets over the next few months are \_\_\_\_\_

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Your key tasks and responsibilities to help us achieve these targets will be \_\_\_\_\_

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## Employee to comment

What concerns do you have for the coming months? What are you looking forward to?

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Do you need anything extra from me or the team in the coming months?

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Do you see any opportunities for how our team or business could operate better?

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### Meeting actions

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