

1:1 Touchpoint tracking

Employee Name:	Job Title:	
General Guidelines: Use this document to keep running notes on employee performance & reference at time of annual Performance Review Meet with employee once a week for first 3 months for 30-45 minutes Consider shifting to once every other week after 90 days on the job Once employee has learned their job, begin including discussion of goals		
Suggested outline of conversation: What is going well? What is not going well? Where are you stuck & what do you need from me? Once goals have been established: Can you provide a quick update on one or more of your goals? One item to modify: One item done very well:		

Date:	Notes: