

## Monthly One-to-One Form

Use this form to record the employee's progress against their objectives throughout the performance management cycle.

|                 |                  |
|-----------------|------------------|
| Employees Name: | Date of Meeting: |
|-----------------|------------------|

| Key achievements since last one-to-one | Priorities / Areas of focus for next month                              |
|----------------------------------------|-------------------------------------------------------------------------|
|                                        |                                                                         |
| Issues / Concerns / Points to raise    | Key Successes / Development Needs / Review of Actions from last meeting |
|                                        |                                                                         |

### Actions from this meeting

| Action | Responsibility | By When |
|--------|----------------|---------|
|        |                |         |
|        |                |         |
|        |                |         |
|        |                |         |
|        |                |         |

| Current Performance |  |  |
|---------------------|--|--|
|                     |  |  |