

# EMPLOYEE 1:1'S CHECKLIST

## OUR FIVE (5) CATEGORIES FOR 1:1 QUESTIONS

The overall objective is to gain an understanding of the employee's current experience within the role and to help guide the employee toward a solutions focused outcome for any challenges they may be facing.

It is key to remember that not only is this a time to help guide the employee from a performance standpoint, but also a time to listen & uncover the truth as to how the employee is actually feeling;

**Empathy is key here!**

### 1. EMPLOYEE ENGAGEMENT



1.	What have been some your key achievements over the last week/fortnight?	<input type="checkbox"/>
2.	What achievement are you most proud of?	<input type="checkbox"/>
3.	What did you least enjoy doing and why?	<input type="checkbox"/>
4.	What keeps you inspired and engaged at work?	<input type="checkbox"/>

### 2. ROADBLOCKS AND CHALLENGES



1.	Are you currently facing any bottlenecks or challenges?	<input type="checkbox"/>
2.	What might help to remove them?	<input type="checkbox"/>
3.	What are your biggest time wasters right now?	<input type="checkbox"/>
4.	What can I be doing to make your role easier?	<input type="checkbox"/>

### 3. ALIGNMENT WITH GOALS/OBJECTIVES



1.	How do you feel you are tracking towards your goals/objectives? Do you need any help?	<input type="checkbox"/>
2.	Is the path toward achieving these objective clear? Do you need me to help identify this with you?	<input type="checkbox"/>
3.	Do you feel as though your goals/objectives are achievable?	<input type="checkbox"/>
4.	What are some quick wins that we can focus on to help work towards these goals?	<input type="checkbox"/>

### 4. PROGRESSION TOWARDS L&D OBJECTIVES



1.	What activities have you undertaken to work towards your L&D objectives this week/ fortnight?	<input type="checkbox"/>
2.	Do you require further support to help you achieve this?	<input type="checkbox"/>
3.	How have you incorporated this into your day to day work?	<input type="checkbox"/>
4.	What benefits have you gained from working towards your objectives?	<input type="checkbox"/>

### 5. EMPLOYEE HAPPINESS



1.	Do you feel connected to your co-workers?	<input type="checkbox"/>
2.	What social activities have you engaged in this last week/fortnight?	<input type="checkbox"/>
3.	How would you rate your happiness on a scale of 1 – 10?	<input type="checkbox"/>
4.	What needs to happen to increase this score?	<input type="checkbox"/>
5.	What have been your key frustrations of the past week/fortnight? What can I do to help improve this?	<input type="checkbox"/>

**Disclaimer:** The information provided in this document is general in nature and is not intended to substitute for professional advice. If you are unsure about how this information applies to your specific situation we recommend you contact [Employment Innovations](#) for advice.

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