



HARTMAN

ONE TO ONE FORM

EMPLOYEE NAME:	COMPLETED BY:
DATE:	

1. What you did well at last week

2. Task relating to the job

- Go over To Do List w/ dates to be completed

- Timelines & Priorities

3. Scorecard

- On track?
- Changes need to be made
- Subordinates scorecard?

4. Personal Development Plan (P-D-P)

- Go over status of top two items
- Apprise whether one of top two is completed and replaced with another.
- Cover personal development such as training, time blocking and cover strategic issues such as structure of department, etc.

5. Personnel (If applicable)

- Go over climate survey of each person under them
- Any potential turn overs
- Anybody need more training, pay raises, promotion?
- Go over recruiting potentials.

6. How is everything going on the job?

- What are you most satisfied with of your responsibilities?
- Any negatives?
- How can I help you get your job done?

7. How is everything going personally?

- Family
- Interests