

44

QUESTIONS

*to Make Your 1:1 Meetings
More Effective*

There is a growing trend of scheduling regular one-on-one meetings between managers and employees as a tool to increase engagement, accountability, and address concerns. To help HR implement a standard process for training managers across the organization on how to effectively conduct one-on-ones, **we asked hundreds of HR professionals** their suggestions for the best questions managers can ask to maximize their meetings.

We divided the best responses into buckets of questions that can be asked weekly, quarterly, and annually during one-on-ones to support and develop team members.

WEEKLY

- 1 How are you doing personally?
- 2 Is anything keeping you up at night that I might be able to help with?
- 3 What were your main accomplishments for the week?
- 4 What are your outstanding assignments and what do you need to complete them?
- 5 Do you have capacity for the projects you have been assigned?
- 6 What does your schedule look like for the week?
- 7 What barriers are you experiencing in getting your work done?
- 8 What are your priorities and what do you need help reprioritizing?
- 9 How will you prioritize this new assignment with other tasks/projects?
- 10 Do you have any concerns regarding your tasks for the week?
- 11 Are there any roadblocks that I can move out of the way for you?
- 12 What concerns would you like to discuss?

QUARTERLY

- 13 Are you interested in any training opportunities?
- 14 What would you like to do but can't find the time for?
- 15 How can I improve to support you as best I can?
- 16 What tools, training, or guidance can I provide you to help you meet your goals?
- 17 What tasks and processes can be done more efficiently?
- 18 How do you feel about your current work-life balance?
- 19 What is one aspect of your job you wish you could give to someone else?
- 20 Are you receiving feedback from me that helps you understand what is expected from you?
- 21 What could be going better in your role?
- 22 What do you enjoy most about your job?
- 23 How can I help support the goals you are working toward?
- 24 What are your short term professional goals?
- 25 How are you progressing with reaching the goals we selected for this performance year?
- 26 What are your project priorities for the next three months?
- 27 What do you need from me, to assist in your track towards success?

ANNUALLY

- 28 Are you interested in learning a new task/duty that can prepare you for advancement?
- 29 Are you interested in obtaining any certifications, licenses, or training in your specific area of expertise?
- 30 Do you enjoy the culture at our organization?
- 31 In terms of development, what can I do better to contribute towards your success?
- 32 Is there a part of our organization that you would like to understand better or get some exposure to?
- 33 What are your future aspirations within the organization?
- 34 What is your favorite way to be recognized? (publicly vs. privately)
- 35 What is the best way for me to deliver constructive criticism to you?
- 36 What goals would you like to set for (quarter, month, next week)?
- 37 How do you intend to approach projects I assign you?
- 38 Do you feel as though your job responsibilities are clearly defined?
- 39 What don't you understand about our organization or this department?
- 40 What has worked well for you during this evaluation period?
- 41 What have been some of your biggest successes this past year?
- 42 What is one thing that you would change if you were the manager?
- 43 How do you like to be acknowledged for a job well done?
- 44 Do you have everything you need from a technology standpoint to do your job well?