

## Employee One-to-One Meeting Template

(to be completed by employee and discussed with supervisor at one-to-one meetings)

Name:

Date:

Who or what did you spend significant time with or significant activity?

Observations, insights or ideas, what did you do to grow this week?

On a scale from 1 to 5, with 5 being the highest, rank YOUR performance: \_\_\_\_\_

Key Activities and priorities for this or next week:

What help or direction do you need?

Action Items:

How did you do with living our values each day?

- Academic Excellence** - engage in our own learning and participate fully in the academic community's pursuit of knowledge.
- Caring** - show concern for the welfare of others.
- Citizenship** - uphold civic virtues and duties that prescribe how we ought to behave in a self-governing community by obeying laws and policies, volunteering in the community, and staying informed on issues.
- Fairness** - expect equality, impartiality, openness and due process by demonstrating a balanced standard of justice without reference to individual bias.
- Respect** - treat people with dignity regardless of who they are and what they believe. A respectful person is attentive, listens well, treats others with consideration and doesn't resort to intimidation, coercion or violence to persuade.
- Responsibility** - take charge of our choices and actions by showing accountability and not shifting blame or taking improper credit. We will pursue excellence with diligence, perseverance, and continued improvement.
- Trustworthiness** - demonstrate honesty in our communication and conduct while managing ourselves with integrity and reliability.