

One on One feedback tool

Manager question	Manager response
Q1. Name something that the employee has done recently that has either impressed or pleased the manager?	
Q2. Describe one area the employee could improve or become more effective?	
Q3. What one thing could the employee stop doing to become more effective?	
Q4. What should the employee continue doing that they are doing well?	
Manager question	Employee response
Q5. What one thing does the manager do well when dealing with the employee?	
Q6. Describe one area the manager could become more effective at when dealing with the employee?	
Q7. Overall what prevents the employee doing their job better?	
Q8. What should the manager keep doing?	
Notes	