

Questions for One-on-Ones

Short Term Goals

- How is [project or task] going? What could we do to make it better?
- Is there anything blocking you from getting your work done?
- Are there others projects or tasks that you would like to work on?
- What skills would you like to develop further?

Long-Term Goals

- What do you want to be doing in 3 years? 5 years?
- What are your long-term goals?
- What is one thing that you can do now to focus on your long term goals?
- How can I support you in your long-term goals?
- Which aspects of your job do you think align more with your long-term goals?

Self-Improvement

- Do you feel challenged at work?
- Are you learning new things?
- How do you prefer to receive feedback?
- Do you feel like you are getting enough feedback?
- Are there other roles that you would like to learn more about?
- Is there an aspect of your job that you would like more help or coaching?

Manager Feedback

- What feedback do you have for me?
- What do you like about my management style?
- What could I improve?
- How can I better support you?
- Would you like less or more direction from me on your work?
- Do you feel like you have a good understanding of my expectations?

Job Satisfaction

- What do you enjoy most about working here?
- Are you happy with your recent work? Why or why not?
- What part of your job do you wish you did not have to do?
- What do you feel is your greatest accomplishment here?
- What makes you excited and motivated at work?
- Do you feel appreciate and valued?

Team Relations

- How do you think the team is doing?
- How would you describe the work environment on the team?
- What is going well with the team?
- What could be improved on the team?
- What do you enjoy most about working on our team?
- How could we improve the ways our team works together?
- Who would you like to work with more often?
- Is there anyone on the team that you find it difficult to work with? Why?
- Do you help other members on the team? Do others help you when you need it?
- What do you like most about working on our team?
- What do you think about the feedback culture of our team? Would you like to hear more feedback from me or from other team members?
- What are your thoughts about the level of trust on the team?
- How do you feel about communication on the team?

Work Habits

- Which part of the day do you feel most productive?
- When do you feel that your energy and focus are at the lowest level?
- What were your biggest time wasters or roadblocks last week?
- What do you do when you get stuck on something? What is your process for getting unstuck?
- Do you prefer working independently or with others?