



1-2-1 Employee Evaluation Meeting Agenda

Scorecard Summary/Key Accountabilities/Core Values Review (5 minutes)

Rock Review (Individual Monthly Goals/Initiatives for the employee) (1 minute)

Headlines (1 minute)

To Do List (2 minutes)

- 1.
- 2.
- 3.
- 4.

New To Do's List

- 1.
- 2.
- 3.
- 4.

Issues List (10 minutes)

- 1.
- 2.
- 3.
- 4.
- 5.

Conclusion (1 minute)

Schedule Next Meeting: