



Montgomery Community College

1:1 Meeting

Employee	
Supervisor	
Department	
1:1 Meeting Date	

Personal Check-in  
Reminder

**Wins/Accomplishments (Completed by Employee)**

**Challenges/Obstacles (Completed by Employee)**

**Professional Development Completed (Completed by Employee)**

<u>Description</u>	<u>Minutes</u>	<u>Date</u>

Total Minutes

**Goals & Projects - Updates (Completed by Employee)**


**Employee Additional Comments**

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**Supervisor Feedback**

Wins/Accomplishments

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Challenges/Obstacles

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Professional Development/Career Growth

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Goals/Projects

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Additional Comments

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By signing this document, the employee acknowledges that the information discussed during the 1:1 meeting has been reviewed. The signature confirms receipt and awareness of the content, but does not indicate agreement or disagreement with any statements contained in the document.

Employee Signature		Date
Supervisor Signature		Date

Send copy of completed and signed form to Human Resources

<mailto:goodwina5352@montgomery.edu>