**AEP One to One Checklist**

Managers should ensure that the following subjects are fully discussed, and a record is kept of this and any further meetings.

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| --- | --- |
| **Date** |  |
| **Manager** |  |
| **Employee** |  |
| **Job Title** |  |

**Agenda**

* Re-cap on the purpose of the one-to-one meetings
* Discuss any issues/concerns/questions the employee may have.
* Discuss any applications made and/or interviews attended.
* Review any feedback obtained from applications and/or interviews.
* Discuss interest in any current vacancies and if any applications made internal/external.
* Review employees’ preferences for type, level, salary, location of roles and note any changes.
* Discuss transferable skills to help identify any alternative roles.
* Discuss any feedback from L&D following any job search/application/interview support.
* Discuss and identify any other support available, refer to wellbeing pages on intouch if needed.
* Discuss progress on any training needs identified e.g., coaching/IT skills etc. Direct to the Learning Zone via intouch for current internal courses.
* Ask if the employee has any questions on anything discussed.
* At the conclusion of the meeting clearly summarise any points from above, including any actions and agree a date for the next meeting.

Use the section for recording any points raised from above, including any action points)

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| --- | --- |
| **Notes:** | |
| **Signed Manager** |  |
| **Date** |  |
| **Signed Employee** |  |
| **Date** |  |