



One-on-One Check-In Question Examples

A meaningful one on one meeting is the key to retaining and engaging employees at work. It's also the key to building better, stronger relationships. The key to a meaningful conversation is the manager asking great questions. A great question creates an opportunity for a follow up question where you can build understanding and connection.

Below are great check-in questions. To reap the benefits of these questions, you must ask a follow-up question and listen to learn how you can provide support or encouragement.

Connect with the Human

- How are you (on a scale from 1 to 10 with 10 being “couldn’t be better’ and 1 being “couldn’t be worse)?
- How is your mental health (scale of 1 to 10 with 10 being great)?
- How are you feeling about life right now on a scale from 1 to 10?
- What have you been doing to take care of yourself lately?

Connect about Work

- What’s the most important thing we need to talk about today?
- What is most frustrating for you about work right now?
- How do you feel things are going for you at work right now (on a scale from 1 to 10)?
- If you were to consider leaving for another job, what would be the reason you’d leave?
- How appreciated do you feel for what you contribute (on a scale from 1 to 10)?
- If there’s one thing I could do to better support you as a manager, what would it be?
- How well do you feel you fit in at work (on a scale from 1 to 10)?

Checking In about Performance at Work

- What are your three top priorities this week?
- How confident are you that you will meet your goals for this [insert time period] on a scale from 1 to 10?

Checking In about Career

- What do you enjoy the most about your job?
- If you could change one thing about your job, what would it be?
- What is the most important thing you’ve learned recently at work?
- How would you rate your career growth over the past [insert period of time] on a scale from 1 to 10?
- How well do you feel your job takes full advantage of your talents and strengths?