



# 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 the 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 the 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 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 earned 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?