Shiftbase template  
Employee Meeting Template  


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# About this template

One of the complex challenges in human resources management is the effective implementation and documentation of employee catch ups and appraisals. The correct approach to logging these conversations is crucial in order to make communication within the company transparent and comprehensible. This template covers various aspects of employee meetings, including the preparation, implementation and follow-up of such meetings.

A well-structured and professionally conducted employee meeting can not only help clarify expectations, but also make employees feel valued. It is important to use the right techniques to effectively give and receive feedback, set goals and promote employee development.

Clear and respectful communication during employee meetings is beneficial for everyone involved, and we hope this template will help you optimize your conversations and promote positive team relationships.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee meeting form** | | | | | **Confidential** | | | |
| Name |  | | | | Employee ID | |  | |
| Function |  | | | | Employed since | |  | |
| Employment Date | |  | | | Superior | | |  |
| Place and date of the meeting | | |  | | | | | |
| Reason for meeting | | | | | | (eg. catch up, performance review) | | |
|  | | | | | | | | |
| **Points of discussion during meeting** | | | | | | | | |
| **Point #1** |  | | | | | | | |
| **Point #2** |  | | | | | | | |
| **Point #3** |  | | | | | | | |
| **New agreements/ SMART goals** | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **Notes & comments** | | | | | | | | |
|  | | | | | | | | |
| Next meeting date | | | |  | | | | |

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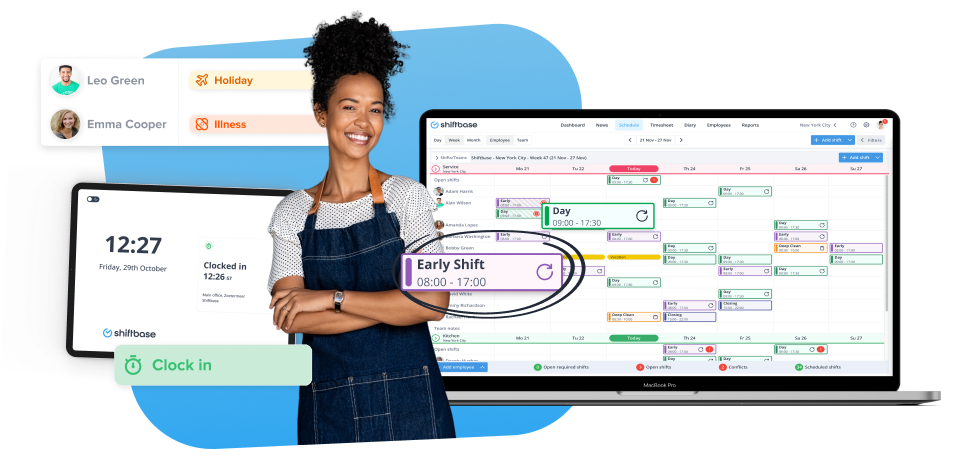
Date, signature of manager Date, signature of employee

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