

<b>One-on-one meetings with VISTA members<sup>1</sup></b>	
Tips	<ul style="list-style-type: none"> <li>• Focus primarily on the VISTA member</li> <li>• <b>Reference the VISTA assignment description (VAD)</b></li> <li>• Schedule the meetings regularly—and avoid missing them</li> </ul>
When?	<ul style="list-style-type: none"> <li>• <b>First month of service:</b> Weekly with each VISTA member</li> <li>• <b>Latter months:</b> Biweekly with each VISTA member</li> <li>• <b>Whenever the VISTA members need to meet!</b></li> </ul>
Where?	<ul style="list-style-type: none"> <li>• The key is <b>not in public</b>; it does <b>not</b> have to be “in private,” though <ul style="list-style-type: none"> <li>○ Meet in your office, if you have one, with the door closed</li> <li>○ If you have a cubicle, meet at your desk, with sensitivity (it really does work)</li> <li>○ If you are meeting remotely, ensure the VISTA member has a private space</li> </ul> </li> </ul>
Duration?	<ul style="list-style-type: none"> <li>• <b>10 minutes</b> for the VISTA member</li> <li>• <b>10 minutes</b> for you</li> <li>• <b>10 minutes</b> for professional development</li> </ul>
<b>What questions should I ask myself?</b>	
<ul style="list-style-type: none"> <li>• <b>According to the VAD, what is it time to check on?</b> What is the key objective for this work period (e.g., month or quarter)? What activities/tasks is the VISTA member focused on?</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>What positive feedback can I give?</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>What adjusting feedback am I going to give?</b></li> </ul>	
<b>What questions could I ask each VISTA member?</b>	
<ul style="list-style-type: none"> <li>• Tell me about your week—what’s it been like?</li> <li>• What activities/tasks are going well?</li> <li>• What activities/tasks have you stumbled over?</li> <li>• What questions do you have about this activity/task?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you on track to meet the deadline?</li> <li>• What worries you?</li> <li>• What suggestions do you have?</li> <li>• Where do you think I can be most helpful?</li> </ul>

<sup>1</sup> Modified from [https://www.manager-tools.com/docs/Manager-Tools\\_One\\_on\\_One\\_Basics](https://www.manager-tools.com/docs/Manager-Tools_One_on_One_Basics)

## One-on-one meetings with VISTA members

VISTA member:

Date:

Personal check-in (e.g., housing, pets, hobbies, friends, etc.):

VISTA member update (notes you take during his or her 10 minutes):

Supervisor update (notes you take *to prepare* for your 10 minutes):

Next steps (e.g., next meeting date and time):