**FIRST-TIME MEETING MINUTES FOR**

[EMPLOYEE NAME]

**I. MEETING DETAILS**

Supervisor: [SUPERVISOR NAME]

New Employee: [EMPLOYEE NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

**II. INTRODUCTION**

[SUPERVISOR WELCOMES EMPLOYEE TO MEETING, INTRODUCES COMPANY AND POSITION]

**III. PERSONAL BACKGROUND**

[DISCUSS EMPLOYEE'S PERSONAL BACKGROUND]

**IV. COMMUNICATION**

[DETERMINE PREFERED METHOD OF COMMUNICATION]

**V. AVAILABILITY**

[DETERMINE EMPLOYEE'S SHIFT AVAILABILITY]

**VI. GOALS AND ASPIRATIONS**

[DISCUSS EMPLOYEE'S GOALS FOR THE POSITION AND THEIR CAREER]

**VII. TYPES OF WORK**

[DETERMINE EMPLOYEE'S SKILLS AND RESPONSIBILITIES]

**VIII. FREQUENCY**

[DETERMINE FREQUENCY OF RECURRING ONE-ON-ONE MEETINGS WITH EMPLOYEE]

Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­