

# FIRST-TIME MEETING MINUTES FOR

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## I. MEETING DETAILS

Supervisor: \_\_\_\_\_

New Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## II. INTRODUCTION

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## III. PERSONAL BACKGROUND

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## IV. COMMUNICATION

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## V. AVAILABILITY

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## VI. GOALS AND ASPIRATIONS

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## VII. TYPES OF WORK

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## VIII. FREQUENCY

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

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

