| **SAMPLE FIRST ONE-ON-ONE MEETING AGENDA** **JONES CONSULTANTS, INC.** |
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| Location: | Jones Consultants’ Headquarters, 1234 Main St. Los Angeles, CA 91111 |
| Date: | January 12, 2021 |
| Time: | 11:00 am |
| Attendees: | Kathleen Jones (supervisor) and Andrew Cruz (employee) |

# TOPICS TO BE DISCUSSED:

## PERSONAL BACKGROUND

### Where did Andrew grow up?

### What schools did Andrew attend?

### Who does Andrew live with full-time at home?

### What are Andrew’s hobbies outside of work?

## COMMUNICATION

### Does Andrew prefer email, text message, or phone calls as primary communication?

## AVAILABILITY

### Is Andrew only available M-F 9-5, or does he have any availability on nights and weekends as well?

## GOALS AND ASPIRATIONS

### What are Andrew’s goals in his new role as Secretary, and what are his longer-term career goals? How does he see this position driving him towards those career goals?

## TYPES OF WORK

### What special skills does Andrew have that can suit him as Secretary, as well as in other ways for the company?

### What responsibilities is he comfortable taking-on right away, and what responsibilities would he like more training for?

## FREQUENCY

### How often would Andrew like to have one-on-one meetings with Kathleen?