# First One-on-one Meeting with a New Employee

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Use this meeting agenda to fast-forward through the “get to know you phase” so that you can get right down to having a productive working relationship.

- [ ] What do you like to do outside of work?

Summary: Next Steps:

- [ ] How do you like to communicate? (Phone, email, Slack, etc.)

Summary: Next Steps:

- [ ] What time of day do you do your best work?

Summary: Next Steps:

- [ ] What kind of projects are you most excited to work on?

Summary: Next Steps:

- [ ] What are your 1 year, 3 year, and 5 year career goals?

Summary: Next Steps:

- [ ] What does success look like for you in 30 days?

Summary: Next Steps:

- [ ] When and how frequently would you like us to have one-on-ones?

Summary: Next Steps:


## Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared