

First One-on-One Meeting Agenda, Sample

Location	
Date	
Time	
Supervisor	

Topic	Description	Notes
Who is your new employee?	Get to know your new hire as an individual – learn about their family, why they chose their industry (or area of study if they are a student), what they like/dislike about it, what hobbies or activities do they enjoy outside of work?	
How does your new employee like to work?	How does your new hire like to communicate? Do they respond faster to direct messages or do they prefer an email thread? Do they work best in group/team settings, or do they prefer concentrating on work in a quiet environment?	
How do you/your team like to work?	What are the team norms for communicating? Discuss work hours, dress code, frequency of meetings, how to best address questions with teammates. Reassure your new hire that you have an open door policy and that you encourage them to ask questions. Outline how you and the team will be there to support them during their learning experience.	
Review admin/tech/payroll/important company policies	Double check that your new hire has access to all of the equipment and platforms they'll need to perform their work; mention any HR training/orientation sessions that might be upcoming, review any important company policies that the new hire needs to know right away to transition successfully.	
Review expectations for the first week or two	Let your new hire know what you want them to focus on during the first few weeks on the job (i.e. attending meetings and orientation sessions, getting to know the team, getting to understand the organization, etc.)	