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

Generated by [Hypercontext.com](https://hypercontext.com)

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:

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Next Steps:

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

Summary:

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Next Steps:

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What time of day do you do your best work?

Summary:

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Next Steps:

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

Summary:

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Next Steps:

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

Summary:

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Next Steps:

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What does success look like for you in 30 days?

Summary:

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Next Steps:

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

Summary:

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Next Steps:

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

With Hypercontext by Spinach, every meeting has a shared