***Sample Meeting Agenda for Employee/Manager Meeting***

AGENDA

(Insert Unit Name) (Insert Date)

**Follow-up on Important Points for Orientation Day One**

Benefits enrollment

Desktop support issues

TimeTraq or LeaveTraq questions

Corporate credit card/expense reporting questions (refer to Business Manager if necessary)

Reminder to complete required System training

**Background Information and Working Environment**

History of agency and unit

Important products and services

Tour the facility

**Unit Information**

Unit goals and objectives

Unit organization and interaction with other departments

Administrative details including working hours, office rules, office procedures, etc.

**New Employee Roles and Responsibilities**

Job description

Standards of performance

How employee fits into unit organization including smaller work groups

**Performance Goals**

Key goals for employee in first 6 months to one year

Check-in and support

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**Additional Comments: (PTO)**