**Staff Initial Meeting Sheet**

1. How do you learn best (i.e. listening, reading, being shown, etc.)?
2. What is your preferred frequency to ‘touch base with you’ on your performance and goals?
3. What is one thing I can do to help your performance?
4. What further training would benefit you professionally or personally?
5. Do you enjoy being recognized for your positive performance publicly or privately?
6. What type of tasks would you be interested in leading?
7. What other departments at the District are you interested in learning more about?