

New Employee Notes

Use New Employee Notes to capture key workplace information. Work with mentor, team members, and manager to complete workplace information, and ask about any scheduled meetings and events.

Workplace Information

Building Name _____ Building Code _____

Building Address _____

East Campus West Campus South Campus

Mentor Name _____ Phone Number: _____

Manager Name _____ Phone Number: _____

My email address: _____ My Phone Number: _____

Important Meetings and Events:

Date _____ Time _____ Topic _____

Meet with _____ Location _____

Purpose: _____

Date _____ Time _____ Topic _____

Meet with _____ Location _____

Purpose: _____

Date _____ Time _____ Topic _____

Meet with _____ Location _____

Purpose: _____

Date _____ Time _____ Topic _____

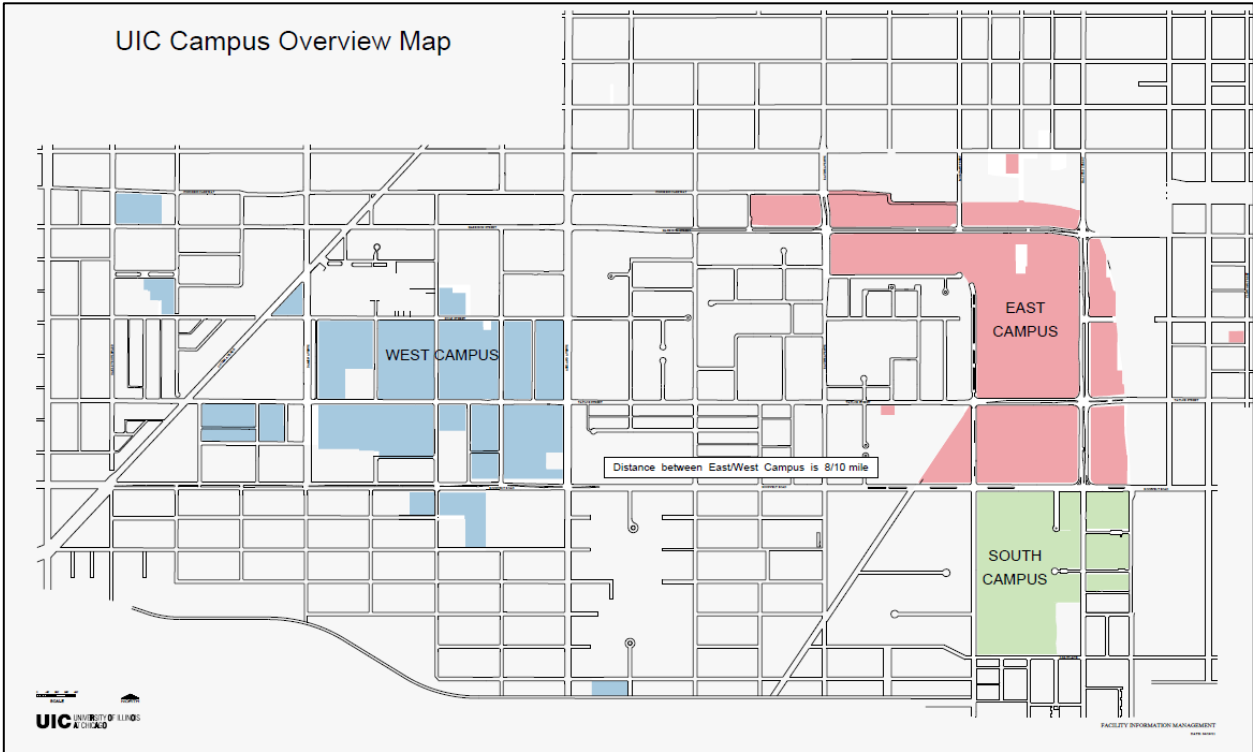
Meet with _____ Location _____

Purpose: _____

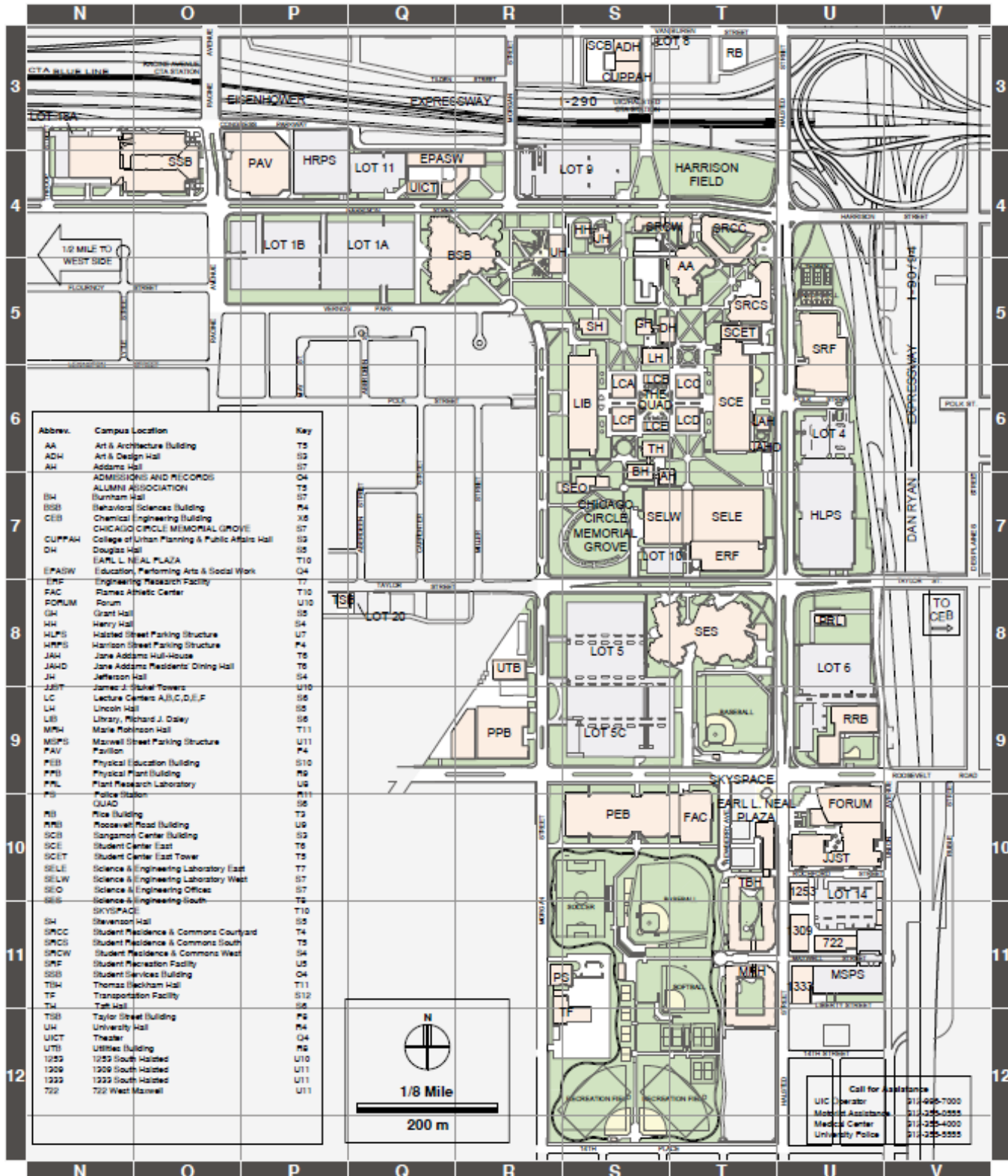
Date _____ Time _____ Topic _____

Meet with _____ Location _____

Purpose: _____



EAST AND SOUTH SIDE



WEST SIDE

