UWM Grow
Informational Meeting #1
Intake Form

- Purpose:
  - To explain the UWM Grow program overview and schedule.
  - To set expectations for the workplace.
  - To help identify learning and growth opportunities.
  - To inform specific skills you should gain that are valuable to classroom learn and in your future career.

*To be completed by both the supervisor and employee prior to the meeting.*

What is expected of the employee in this position? (Consider time management, communication, working independently, etc.)
1. 
2. 
3. 
4. 

What is expected of the supervisor in this relationship?
1. 
2. 
3. 
4. 

What skills do you expect to learn from the job?
1. 
2. 
3. 
4. 
5. 

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