NEW SUPERVISOR *checklist*

PERSONAL PREPARATION

- [ ] MEET WITH HR REP
- [ ] REVIEW CENTRAL HR TOOLKIT
- [ ] CONSIDER SUPERVISOR TRAINING
- [ ] UNDERSTAND TIME RECORDS
- [ ] UNDERSTAND FMLA & SUPPORT
- [ ] SET GOALS AS SUPERVISOR
- [ ] REFLECT ON PERSONAL TIME AND WORKLOAD
- [ ] DISCUSS EXPECTATIONS WITH YOUR SUPERVISOR
- [ ] UNDERSTAND DEPARTMENTAL POLICIES

1:1 RELATIONSHIP BUILDING

- [ ] SET CONSISTENT ONE ON ONES
- [ ] DISCUSS EXPECTATIONS OF ONE ANOTHER
- [ ] DISCUSS EMPLOYEE PERSONAL & PROFESSIONAL GOALS
- [ ] IDENTIFY AGENDA/PLAN FOR ONE ON ONE MEETINGS
- [ ] CHECK IN ON WORK PREFERENCES (COMMUNICATION STYLES, RECOGNITION STYLE, ETC.)
- [ ] DISCUSS THE SUPPORT THEY NEED IN THEIR ROLE

TEAM RELATIONSHIP BUILDING

- [ ] REFLECT ON MAKE-UP OF YOUR TEAM
- [ ] IDENTIFY WAYS TO BRING TEAM TOGETHER (WORKSHOP, TEAM MEETING, ACTIVITIES)
- [ ] DISCUSS TEAM EXPECTATIONS
- [ ] SCHEDULE & PLAN TEAM MEETINGS

FOLLOW-UPS

- [ ] PLAN A 3-6 MONTH CHECK IN
- [ ] REFLECT ON HOW THINGS ARE GOING
- [ ] UPDATE GOALS AS NEEDED

Reach out to your HR Rep to get started or for additional support!