

# NEW SUPERVISOR *checklist*

## PERSONAL PREPARATION

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- 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

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- 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

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- 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

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