



SUPERVISOR'S CHECKLIST

The following is a list of recommendations for easy transition into the working assignment.

Role of the Supervisor

The supervisor will act as a coach to the MTEP participant and mentor them to stretch and become comfortable in their role during the program.

Getting Started

- Provide e-mail account, work space, and phone
- Schedule regular meetings between participant and buddy (suggested frequency: bi-weekly)
- Provide an orientation to the host agency/department
 - Review department and division organization chart
 - Tour the new work site, introducing participant to their new colleagues
 - Supply an agency ID card, and advise of office rules and regulations
 - Discuss forms and documents, supplies and mail
 - Advise regarding agency vehicle usage policy (as appropriate)
 - Advise regarding agency communication policy, such as cell phone and internet usage
 - Confirm work schedule
 - Review agency and department safety rules and procedures

Work Plan and Evaluation

- Review job assignment and goals
- Discuss job responsibilities, work assignments and work standards
- Review requirements for handling sensitive and confidential information
- Develop work plan with participant
- Sign MTEP Guidelines, send to Program staff FgFlores@smcgov.org or Info@discovermptep.org **(Due Sept 11th)**
- Review and Sign Work plan, send to Program staff FgFlores@smcgov.org or Info@discovermptep.org **(Due Sept 11th)**
- Review 3-Month Evaluation, add comments, send to Program staff FgFlores@smcgov.org or Info@discovermptep.org **(Due Dec 8th)**