

# management **talent** exchange program

## 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. This individual is also responsible for providing the participant with work assignments and training.

### 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](mailto:FgFlores@smcgov.org) or [Info@discovermptep.org](mailto:Info@discovermptep.org) **(Due Sept 16th)**
- Review and Sign Work plan, send to Program staff [FgFlores@smcgov.org](mailto:FgFlores@smcgov.org) or [Info@discovermptep.org](mailto:Info@discovermptep.org) **(Due Sept 16th)**
- Review 3-Month Evaluation, add comments, send to Program staff [FgFlores@smcgov.org](mailto:FgFlores@smcgov.org) or [Info@discovermptep.org](mailto:Info@discovermptep.org) **(Due Dec 12<sup>th</sup>)**

<b>Before the First Day</b>	
<input type="checkbox"/> Attend MTEP Orientation	<input type="checkbox"/> Confirm first day details, such as: <ul style="list-style-type: none"> <li>• Work schedule - start date, time, and location</li> <li>• Appropriate dress/uniform</li> <li>• Parking and/or transportation options</li> </ul>
<input type="checkbox"/> Prepare for employee's first day/week	<p>Organize and Prepare the Workspace:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare workspace, provide basic office/desk supplies</li> <li><input type="checkbox"/> Order cardkey or physical keys to cabinets, office, and/or building</li> <li><input type="checkbox"/> Verify working phone and/or computer</li> <li><input type="checkbox"/> Verify availability of any other equipment needed</li> </ul> <p>Follow Department procedures to secure the employee has the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Active Directory Network Access/Permission (User ID, default password)</li> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Systems and applications necessary to perform work</li> <li><input type="checkbox"/> Extension number and default password</li> </ul> <p>Other: _____</p>
<input type="checkbox"/> Put together Welcome Packet	<p>Put together a list of materials to assist the employee in understanding his/her role and the organization which may include:</p> <ul style="list-style-type: none"> <li>• Assignment description</li> <li>• Employee/position expectations</li> <li>• Job manual or employee handbook (if available)</li> <li>• Contact names, numbers and emails for unit, division, department and/or key staff</li> <li>• Department/unit organization chart</li> <li>• Parking and transportation information</li> <li>• Mission, vision, values and performance measures for the unit, division, department and Agency</li> <li>• Applicable websites, resources and user guides, and common reference materials</li> <li>• Safety/Emergency procedures</li> <li>• Map of campus with building highlighted (if applicable)</li> </ul>
<input type="checkbox"/> Notify others of the new hire	<p>Announce the participant to colleagues:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Send via email to department and impacted parties or partners -- Include employee name, position, start date, what their job/role and responsibilities will be, and a brief employee bio</li> <li><input type="checkbox"/> Contact your department's Emergency Response Coordinator for Disaster Service Worker materials distribution</li> <li><input type="checkbox"/> Assign a buddy</li> </ul>

First Day/First Week	
<input type="checkbox"/> Welcome new employee upon arrival, provide tour and overview of the first day/week	<input type="checkbox"/> Welcome the participant upon arrival Provide a tour and introduce the new employee to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Department and team members</li> <li><input type="checkbox"/> Key departmental people</li> <li><input type="checkbox"/> Work area</li> <li><input type="checkbox"/> Emergency exits, elevators, stairs, exits, restrooms, kitchen area (if available), break room (if available), copy, office supply, and mail areas (if applicable)</li> <li><input type="checkbox"/> Building access, permitted and restricted areas, as well as public and staff areas, and where to use badge and/or keys</li> </ul> Provide an overview of the first day/week: <ul style="list-style-type: none"> <li><input type="checkbox"/> Review and explain calendared appointments and training assignments</li> <li><input type="checkbox"/> Share immediate and short term tasks/goals</li> </ul> Share information and resources: <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide Welcome Packet (if applicable) and review content</li> <li><input type="checkbox"/> Supply them with key(s), ID, or other items to gain access to office</li> <li><input type="checkbox"/> Show them how to request or order office/desk supplies</li> </ul>
<input type="checkbox"/> Schedule Regular One-on-One Meetings, starting with day one	Check in with employee at the end of the first day: <ul style="list-style-type: none"> <li><input type="checkbox"/> Inquire how the first day/week went</li> <li><input type="checkbox"/> Encourage them to ask questions</li> <li><input type="checkbox"/> Make time to listen and address questions</li> </ul>
<input type="checkbox"/> Complete MTEP Requirements	<input type="checkbox"/> Sign program guidelines and send to project staff <input type="checkbox"/> Assist participant with developing a work plan
During the Exchange	
<input type="checkbox"/> <a href="#">Hold regular 1:1 meetings</a>	Calendar regular one-on-one meetings with the employee to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Answer their questions and help foster engagement and learning</li> <li><input type="checkbox"/> Discuss progress, performance and acknowledge contributions and successes</li> <li><input type="checkbox"/> Provide resources for areas presenting challenges (if applicable)</li> </ul>
<input type="checkbox"/> Discuss Performance Expectations and Goals	<input type="checkbox"/> Explain Performance Expectations <input type="checkbox"/> Establish initial Performance and Development Goals
At the end of the exchange	
<input type="checkbox"/> Three month evaluation	<input type="checkbox"/> Provide a written evaluation to the employee and send to project staff
Additional:	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	