

management **talent** exchange program

MANAGER'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 while providing necessary training, instruction, guidance, and regular, ongoing feedback. Supervisors should support the participant in their role during the program through regular check-ins and coaching conversations.

Getting Started

- Provide e-mail account, work space, and phone
- Schedule regular meetings between participant and buddy (suggested frequency: bi-weekly)
- Set up first week of meetings or recommend meetings to attend for first week
- 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 cberry@smcgov.org or info@discovermtep.org **(Due Sept 5th)**
- Review and Sign Work plan, send to Program staff cberry@smcgov.org or info@discovermtep.org **(Due Sept 12th)**
- Complete 3-Month Evaluation, add comments, send to Program staff cberry@smcgov.org or info@discovermtep.org **(Due Nov 30th)**

MTEP SUPERVISOR'S DETAILED CHECKLIST

Before the First Day	
<input type="checkbox"/> Attend MTEP Orientation – August 17 th	<input type="checkbox"/> Confirm first day details, such as: <ul style="list-style-type: none"> • Work schedule - start date, time, and location • Appropriate dress/uniform • Parking and/or transportation options
<input type="checkbox"/> Prepare for employee's first day/week	<p>Set up first week of meetings or recommend meetings to attend for first week</p> <p>Organize and Prepare the Workspace:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare workspace, provide basic office/desk supplies <input type="checkbox"/> Order cardkey or physical keys to cabinets, office, and/or building <input type="checkbox"/> Verify working phone and/or computer <input type="checkbox"/> Verify availability of any other equipment needed <p>Follow Department procedures to secure the employee has the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Active Directory Network Access/Permission (User ID, default password) <input type="checkbox"/> Email <input type="checkbox"/> Systems and applications necessary to perform work <input type="checkbox"/> Extension number and default password <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"> • Assignment description • Employee/position expectations • Job manual or employee handbook (if available) • Contact names, numbers and emails for unit, division, department and/or key staff • Department/unit organization chart • Parking and transportation information • Mission, vision, values and performance measures for the unit, division, department and Agency • Applicable websites, resources and user guides, and common reference materials • Safety/Emergency procedures • Map of campus with building highlighted (if applicable)
<input type="checkbox"/> Notify others of the new hire	<p>Announce the participant to colleagues:</p> <ul style="list-style-type: none"> <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 <input type="checkbox"/> Contact your department's Emergency Response Coordinator for Disaster Service Worker materials distribution <input type="checkbox"/> Assign a buddy
First Day/First Week	
<input type="checkbox"/> Welcome new employee upon arrival, provide tour and overview of the first day/week	<ul style="list-style-type: none"> <input type="checkbox"/> Welcome the participant upon arrival <p>Provide a tour and introduce the new employee to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Department and team members <input type="checkbox"/> Key departmental people <input type="checkbox"/> Work area <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) <input type="checkbox"/> Building access, permitted and restricted areas, as well as public and staff areas, and where to use badge and/or keys

	<p>Provide an overview of the first day/week:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review and explain calendared appointments and training assignments <input type="checkbox"/> Share immediate and short term tasks/goals <p>Share information and resources:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide Welcome Packet (if applicable) and review content <input type="checkbox"/> Supply them with key(s), ID, or other items to gain access to office <input type="checkbox"/> Show them how to request or order office/desk supplies
<input type="checkbox"/> Schedule Regular One-on-One Meetings, starting with day one	<p>Check in with employee at the end of the first day:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inquire how the first day/week went <input type="checkbox"/> Encourage them to ask questions <input type="checkbox"/> Make time to listen and address questions
<input type="checkbox"/> Complete MTEP Requirements	<ul style="list-style-type: none"> <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"/> Hold regular 1:1 meetings	<p>Calendar regular one-on-one meetings with the employee to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Answer their questions and help foster engagement and learning <input type="checkbox"/> Discuss progress, performance and acknowledge contributions and successes <input type="checkbox"/> Provide resources for areas presenting challenges (if applicable)
<input type="checkbox"/> Discuss Performance Expectations and Goals	<ul style="list-style-type: none"> <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"/>	