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 FgFlores@smcgov.org or Info@discovermptep.org **(Due Sept 12th)**
- Review and Sign Work plan, send to Program staff FgFlores@smcgov.org or Info@discovermptep.org **(Due Sept 12th)**
- Review 3-Month Evaluation, add comments, send to Program staff FgFlores@smcgov.org or Info@discovermptep.org **(Due Dec 12th)**

MTEP SUPERVISOR'S DETAILED CHECKLIST

Before the First Day

☐ Attend MTEP Orientation – August 15th	☐ Confirm first day details, such as: • Work schedule - start date, time, and location • Appropriate dress/uniform • Parking and/or transportation options
☐ Prepare for employee's first day/week	Set up first week of meetings or recommend meetings to attend for first week Organize and Prepare the Workspace: ☐ Prepare workspace, provide basic office/desk supplies ☐ Order cardkey or physical keys to cabinets, office, and/or building ☐ Verify working phone and/or computer ☐ Verify availability of any other equipment needed Follow Department procedures to secure the employee has the following: ☐ Active Directory Network Access/Permission (User ID, default password) ☐ Email ☐ Systems and applications necessary to perform work ☐ Extension number and default password Other:_____
☐ Put together Welcome Packet	Put together a list of materials to assist the employee in understanding his/her role and the organization which may include: • 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)
☐ Notify others of the new hire	Announce the participant to colleagues: ☐ 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 ☐ Contact your department's Emergency Response Coordinator for Disaster Service Worker materials distribution ☐ Assign a buddy

First Day/First Week	
☐ Welcome new employee upon arrival, provide tour and overview of the first day/week	☐ Welcome the participant upon arrival Provide a tour and introduce the new employee to: ☐ Department and team members ☐ Key departmental people ☐ Work area ☐ Emergency exits, elevators, stairs, exits, restrooms, kitchen area (if available), break room (if available), copy, office supply, and mail areas (if applicable) ☐ Building access, permitted and restricted areas, as well as public and staff areas, and where to use badge and/or keys Provide an overview of the first day/week: ☐ Review and explain calendared appointments and training assignments ☐ Share immediate and short term tasks/goals Share information and resources: ☐ Provide Welcome Packet (if applicable) and review content ☐ Supply them with key(s), ID, or other items to gain access to office ☐ Show them how to request or order office/desk supplies
☐ Schedule Regular One-on-One Meetings, starting with day one	Check in with employee at the end of the first day: ☐ Inquire how the first day/week went ☐ Encourage them to ask questions ☐ Make time to listen and address questions
☐ Complete MTEP Requirements	☐ Sign program guidelines and send to project staff ☐ Assist participant with developing a work plan
During the Exchange	
☐ Hold regular 1:1 meetings	Calendar regular one-on-one meetings with the employee to: ☐ Answer their questions and help foster engagement and learning ☐ Discuss progress, performance and acknowledge contributions and successes ☐ Provide resources for areas presenting challenges (if applicable)
☐ Discuss Performance Expectations and Goals	☐ Explain Performance Expectations ☐ Establish initial Performance and Development Goals
At the end of the exchange	
☐ Three month evaluation	☐ Provide a written evaluation to the employee and send to project staff
Additional:	
☐	
☐	
☐	