

Questions to Ask Your New Supervisor

The following checklist is provided as a suggested starting point for discussing department and job-specific topics with your new supervisor or manager. Use this checklist to review:

- Your department's mission, vision, and values
- Emergency Response Plans, including:
 - How do you report an emergency?
 - Where to go in bad weather and how to get there?
 - Where to go in case of a fire or other emergencies?
 - What is your Building Emergency Action Plan?
 - How do you get help if you are threatened?
- You are responsible for reporting any injury to your immediate supervisor. Where are the forms and how does this work in your area?
- What sick/vacation plan applies to you and what are the departmental policies for obtaining vacation time, or using sick time?
- Reporting your time:
 - What timekeeping mechanism, besides Workday, does your department use?
 - How do you get training on Workday?
 - What are the overtime policies?
- The university observes seven holidays. Some departments close between Christmas and New Year's Day, others do not. Ask what applies to you. (Be sure to mention if you celebrate a holiday other than those listed)
- As a new hire, you may be in a probationary period. Ask your supervisor if you are, and if so, what are the parameters?
- How are performance evaluations handled?
- UM loves acronyms! Find out which ones your department uses. Ask if there is a dictionary or usage guide for the terminology and acronyms used in your area.
- Does your job require access to administrative systems?
- Review university policies:
 - Sexual Harassment
 - Americans with Disabilities Act
 - Confidentiality
 - Dress Code
 - Email and internet usage

- Review general administrative procedures for your department:
 - Office/desk/work station
 - Keys/Access Cards
 - Mail (Incoming and Outgoing)
 - Business cards
 - Telephone usage
 - Building access hours
 - Conference rooms
 - Travel and expense reports
 - Office supplies
 - Purchase requests

- Introductions to department staff and key personnel

- Tour of the work area including:
 - Restrooms
 - Mailroom
 - Printer, copier, and fax machine location
 - Bulletin board
 - Office supplies
 - Kitchen/coffee/vending machines
 - Parking
 - Emergency exits

- Systems access information:
 - Building/office spaces
 - Email
 - Administration information access