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:
  o Office/desk/work station
  o Keys/Access Cards
  o Mail (Incoming and Outgoing)
  o Business cards
  o Telephone usage
  o Building access hours
  o Conference rooms
  o Travel and expense reports
  o Office supplies
  o Purchase requests

• Introductions to department staff and key personnel

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

• Systems access information:
  o Building/office spaces
  o Email
  o Administration information access