

Tools for Maintaining Effective Communication & Aligning Expectations

DRAFT TEMPLATE*

STAFF EXPECTATIONS OF SUPERVISOR

1. I would like my supervisor to meet with me regularly preferably:
 - Weekly
 - Bi-weekly
 - Monthly
2. At 1:1 meetings with my supervisor, I would like the opportunity to
 - Provide updates on assignments and projects
 - As appropriate, discuss volume of my work and capacity to stay on track
 - Share any difficulties I'm having meeting a deadline
 - Share any challenges with completing a particular task
 - Other, please specify:
3. I would like my supervisor to provide me with clear expectations for my performance in advance of my annual performance review. Please add further comments as relevant:
4. I would like my supervisor to help me set realistic goals for the next 6 months/year at the time of my annual performance review. Please add further comments as relevant:
5. I expect that my supervisor will maintain confidences regarding any personal conversations or personnel concerns I share with them.
6. I would like my role on the team to be:
 - Report out on projects I'm working on
 - Take notes
 - Lead discussions
 - Help set agendas
 - Actively listen and answer questions as they arise
 - Other, please specify:
7. I would like my supervisor to support my professional development by:
 - Help me identify training activities that will build my job skills
 - Provide feedback on my professional development plan
 - Recommend me for service opportunities in the department
 - Serve as my advocate in the department/school when appropriate
 - Discuss my mentorship needs and how supervisor can help or connect me with potential mentors
 - Other, please specify:

*This is an example of the types of expectations a staff member may want to communicate with their supervisor. The template can be adapted to best meet individual situations.