

## Questions to Ask Your Supervisor

Here's a checklist of items that you can discuss with your supervisor. Keep in mind these are only recommendations... you'll probably want to revise this list based on your needs. Feel free to print this and use it as a guide.

<b>Your Position</b>	
<input type="checkbox"/>	Employee Manual or Handbook, Union Contract or Plan
<input type="checkbox"/>	Department purpose, program, mission, organizational chart
<input type="checkbox"/>	Position description and expectations
<b>Setting</b>	
<input type="checkbox"/>	Building layout, rest rooms, lockers, work areas, vending machines, equipment areas, supply areas, lunch areas
<input type="checkbox"/>	Keys/Access cards
<input type="checkbox"/>	Campus maps, restaurants, recreation facilities, banks, post offices
<input type="checkbox"/>	Emergency notification, institution closing
<input type="checkbox"/>	Parking and transportation services
<b>Department Rules, Policies, Norms</b>	
<input type="checkbox"/>	Hours of work; timesheet procedure if applicable
<input type="checkbox"/>	Overtime policy
<input type="checkbox"/>	Personal phone calls; phone policy
<input type="checkbox"/>	Safety issues/ first aid equipment
<input type="checkbox"/>	Vacation and sick leave <ul style="list-style-type: none"> <li>• holidays</li> <li>• absences</li> <li>• when and whom to call</li> <li>• record keeping</li> </ul>
<b>Training Plan</b>	
<input type="checkbox"/>	Classes/short courses/other resources
<input type="checkbox"/>	Key contact people for major job functions
<input type="checkbox"/>	Probationary period explained (if applicable)

<input type="checkbox"/>	Schedule for probationary/performance reviews
<input type="checkbox"/>	Training questions to be handled by: _____
<b>Equipment</b>	
<input type="checkbox"/>	Staff ID card
<input type="checkbox"/>	Equipment checkout and office supplies
<input type="checkbox"/>	E-mail address, account information, and training
<input type="checkbox"/>	Computer password and desk keys
<input type="checkbox"/>	Voice mail account setup and training