# Supervisor Resource(s)

***Supervisors have additional responsibilities for their direct employees that span longer than the initial preparation for new employees. Please see the …***

## Employee’s First 30 days

Give employee their initial assignments.

Touch base with employee briefly each day regarding initial assignments, meetings, and trainings.

If the employee is a supervisor, review list of direct reports including the report's duties, responsibilities, and expectations.

Explain annual performance evaluations, annual merit increases opportunities and goal setting process.

Staff [resources](https://www.umsystem.edu/ums/hr/performance-evaluation-resources) Faculty [resources](https://facultyaffairs.mst.edu/promotiontenurebeyond/annualfacultyevaluation/)

Review the staff [HR-109 Probationary and Qualifying Periods](https://www.umsystem.edu/ums/rules/hrm/hr100/hr109) policy.

Schedule and conduct regular one-on-one meetings

Provide timely, ongoing and meaningful “everyday feedback”

Elicit feedback from the employee and answer any questions they may have.

Ensure the compliance trainings (and FERPA, if applicable) are completed.

Ensure new employee has made their benefits selections, if applicable.

If the employee is a supervisor, recommend they sign up for the Missouri S&T Supervisory Foundation through [Percipio](https://umsystem.percipio.com/journey/4ee26c4b-0c55-4700-b3e6-fc52c59ba026).

## Employee’s First 3 Months

Continue having regular one-on-one meetings.

Meet for an informal 3-month performance check-in.

Ask if there is any training the employee needs.

Provide information about continued learning opportunities including tuition assistance, training and development opportunities through Human Resources.

Invite employee to [Missouri S&T events](https://calendar.mst.edu/) and introduce them to others.

## Employee’s First Year

Review progress on performance goals and professional development goals.

Celebrate successes and recognize employee’s contributions.

Continue providing regular informal feedback in one-on-one meetings.

Discuss employees experience at Missouri S&T to date- solicit feedback on experience and see if there are opportunities for change and improvement.

Discuss plans for 2nd year of employment.