# 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.