



Worksheet: Individual Conference With Your Supervisor

Your supervisor is a “foundational guide” for you as a supervisor. Since you serve as a bridge between your supervisor and your unit, it is important to make sure that you are very clear about your supervisor’s expectations regarding what, how, when, to whom, and why information is communicated. Each supervisor has a different style; some want to be informed about details, while others prefer a high-level overview. Some are very open; others hold their cards close to their vests. It is your responsibility as a new supervisor to have a frank discussion with your supervisor about his/her expectations. The first step is talk with your supervisor and find out what types of information he/she wants and doesn’t want and what information should/shouldn’t be shared with staff. The list below contains possible talking points for you and your supervisor.

- Personnel issues
- Recognition of outstanding work
- Potentially problematic cases (e-mail summary preferred, or a phone call?)
- Your own professional development needs
- Getting feedback on your performance and that of your unit
- The types of data the supervisor wants on a regular basis

Once you and your supervisor have a shared understanding of what information is generally to be communicated, and how, you should schedule regular times for:

- Talking about your PMF
- Asking for constructive feedback (What can I do differently?)
- Checking about priorities for your own work (when your calendar is full)

If you are unsure about what items and issues to bring to your supervisor’s attention, another resource you have is other supervisors. They are more familiar with the supervisor’s style and preferences than you are as a new supervisor, and they can advise you.

In the space below, jot down some things you’d like to discuss with your supervisor regarding communications.