

# Checklist for New Supervisors

*A checklist for new employees who have direct reports.*

## Review List of Supervisees

Review the list of employees who you supervise paying attention to:

- Employee's position
- How long the employee has been employed at UMKC and in their current position
- Employee's location on campus
- Duties/responsibilities that each employee is responsible for in their position at UMKC

## Setting Expectations

- Describe your leadership philosophy and clarify your availability for emergency and non-emergency situations.
- Build trust and credibility with your direct reports, but separate friendship from your position. Set and maintain clear boundaries.
- Learn more about the structure of your own department by asking your manager or appropriate departmental contact about the specifics of your department.

## Review Performance Appraisals

- Review the [myPerformance Performance Appraisal Process](#) on the Human Resources webpage.
- Learn how to use myPerformance with your employees throughout the year.

## Supervisor Resources

- Sign up for the [Supervisory Development Series](#) – a training program for Supervisors at UMKC.
- Review the University of Missouri-Kansas City's [work policies](#).
- Learn how to approve employees' timesheets by visiting the [PeopleSoft HR Support](#) website.
- Review the [2017 payroll schedule](#).
- Log into PeopleSoft HR. On the homepage, several pagelets will provide you with useful information:
  - The Direct Line Reports** pagelet provides information such as employees' job titles, salary range position, compensation, and leave balances.
  - The Birthday Alerts and Anniversary Alerts** pagelets provides information on upcoming birthdays and service anniversaries.
  - The **myEmployees Training Status** pagelet provides information on whether or not employees have completed required compliance training.
- For additional resources, visit the [Supervisor Resources Page](#) on the Human Resources webpage.

# Free Supervisor Guide

**Tao Wei**



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