

Supervisor expectation list: (Managers would have all of this, plus things like budget responsibility, planning, etc.)

1. Know the mission
2. Know the strategic plan
3. Ability to understand the impact of your decisions
4. Ability to balance making decisions for the benefit of your direct reports, PATH Intl. and yourself.
5. Ability to model active listening.
6. Ability to set smart goals with direct reports
7. Daily contact/communication with direct reports.
8. Ability to prioritize your own work projects along with managing people
9. Setting an example in professionalism, meeting deadlines, timeliness to work,
10. Respect other people's time – being on time to meetings, not forgetting meetings or rescheduling them repeatedly
11. Consistent behavior and communication
12. Give recognition and praise
13. Create a safe place for failure
14. Be transparent about decision making
15. Provide feedback, mentorship and training.
16. Provide strong leadership and clear vision – communicating accurately what has been communicated to you by leadership
17. Accountability for mistakes and decisions made
18. Accountability for TEAM mistakes as well as successes
19. Good problem solving
20. Effective decision maker
21. Manage up, down, and sideways – manage your superior and co-workers on behalf of your team
22. Be honest
23. Involve your team in decisions and process
24. Keep commitments
25. Know what it means to be an exempt employee (working to get the job done)
26. Clearly communicate your expectations of your staff (don't assume that someone knows)
27. Set priorities for your team and help reprioritize as needed
28. Learn your staff's processes in order to help when needed and help set realistic timelines