

Communicating Expectations

Conscientious managers make a point of reviewing job descriptions with new hires to ensure they understand their duties and responsibilities. This review is a natural and expected part of the onboarding process and is an excellent starting point for orienting and training new employees.

There is, however, a second and no less important step that is done far less often – going over performance expectations with new hires. This is easily enough done with a minimum of time investment by sharing your operation’s performance review form at the same time you review the job description. This way new hires gain an understanding, not only of what they must do, but how they must do it.

The bottom line is that everyone deserves to know by what criteria their work and efforts will be evaluated. Examining the review form in advance ensures that understanding and eliminates “surprises” when it’s time for formal reviews.