

Sample Guiding Tips for Initial Meeting

These tips provide hiring managers with information to initiate a productive and meaningful discussion with new employees. These sample tips will assist in the development of a positive working relationship by providing hiring managers with sample discussion topics:

- Introduce yourself and talk about your role, how long you have been in the role and your background. You may want to include something personal for example, favorite sport, leisure activity or hobby.
- Discuss how your unit fits into the structure of the university and the role you play in supporting Memorial's strategic initiatives.
- Talk about your personal style as a manager and your expectations for employees that work with you (i.e. do you prefer phone calls, emails or texts. Do you have an "open door policy" or do you prefer people to schedule time with you in advance? What is your general managerial style? How can someone best work with you?)
- Let the employee know how often you will be meeting to review/discuss work and give feedback and whether it will be formal or informal.
- Ask them if they have any questions or if they need any resources. If the employee is new to the area, ask them if there is anything specific you could do to help in their transition such as providing directions, information on the city, etc.