New Manager Integration Checklist

To make sure you've got all your bases covered, here's a simple checklist you can use:

1. Understand your role and responsibilities

Do you have a clear grasp of your duties, authority, and how you'll be evaluated?	Yes / No
Do you know what success looks like and how it will be measured?	Yes / No

2. Know your team structure and individual roles

Do you have a good overview of your team's structure and each member's role and strengths?	Yes / No
Have you scheduled one-on-one meetings with each team member to understand their goals and concerns?	Yes / No

3. Access key resources

Have you identified all the resources you and your team need to get the job done?	Yes / No
Do you have access to these resources or know how to get them?	Yes / No

4. Get support from upper management

Have you met with your supervisor to discuss your role and expectations and ensure you have their support?	Yes / No
Do you understand how much decision-making power you have and the freedom to lead your team?	Yes / No

5. Gain operational insight

Are you familiar with your team's current processes, workflows, and tools?	Yes / No
Are you aware of ongoing projects, upcoming deadlines, and immediate team priorities?	Yes / No

If you answered yes to all these questions then that is great. If you have some answers that are no that means that you need a bit more information or support. So, look at the No's and see what you can do about it to get a yes.

Maybe talk with your manager or another department or maybe you can take action yourself by taking the lead in defining it.