

Supervisor Guide for New Employees: First Day – 6 Months

A Guide for Supervisors



First Day

Desired Outcomes: *The employee feels welcomed and prepared to start working; begins to understand the position and performance expectations.*

Schedule, Job Duties and Expectations

- Provide overview and review the first week's schedule and remind employee about New Hire Orientation on the second day of employment
 - FLSA Exempt Employees Only – exempt employees who begin work on week 2 of a pay period shall be limited to working a regular 8 x 5 schedule for the first week. With supervisory approval, exempt employees may begin working a Flexible Work Option (FWO) on the Monday before payday.
- Provide an overview of your functional area – its purpose, organizational structure and goals
- Describe “My Role” and how the employee's job fits in the department, and contributes to the One Enable Way
- Review job description and outline of duties/expectations
- Review work schedule. Explain policies and procedures related to timekeeping including overtime, use of vacation, and sick, holiday and volunteer time, etc.
- Request employee to complete and submit all applicable forms, i.e., [P-Card Request](#), [P-Card Agreement](#), [Cell Phone Stipend Agreement](#)

Work Environment

- Provide the employee key(s) (if applicable), badge and/or facility access card
- Take the employee to the Office Administrator/HR Representative for badge photo and to complete their I-9
- Provide department or building-specific safety and emergency information
- Coordinate a meeting between the employee and the assigned peer advisor
- Take employee on a facility tour

Technology Access and Related

- Provide the employee information on setting up voicemail and computer
- Add employee to relevant distribution lists
- Provide ET helpdesk email address and phone number for assistance as needed
helpdesk@enablemidstream.com and (844) 639-2670

Equipment

- If applicable, review “Company Safe Driving Policy” and the “Fleet Card Standard” in conjunction with the assignment of a company vehicle and related vehicle expenses
- Review the “General Safety and Conduct Policy” with respect to the appropriate level of Personal Protective Equipment that will be required

Training/Development

- Explore Office 365/SharePoint and HR NOW (My Time, My Expenses, My Learning, etc.)

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FIRST WEEK

Desired Outcomes: *Employee builds knowledge of internal processes and performance expectations; feels settled into the new work environment.*

Schedule, Job Duties, and Expectations

- Give employee his/her initial assignments and provide training and guidance as needed
- Debrief with employee after he/she attends initial meetings and training and begins work on initial assignments
- Provide additional information about the department and organization to increase understanding of the purpose, goals, and initiatives
- Explain the annual performance review and goal-setting process. Review Performance Rating Definitions/Statements found in the [Performance Management Guide](#)
- Ensure employee has completed all action items on the [Employee Checklist](#)

Socialization

- Arrange for a personal welcome with the business unit leaders as soon as reasonably possible

Technology Access and Related

- Ensure employee has fully functioning computer and systems access and is knowledgeable in how to use them

FIRST MONTH

Desired Outcomes: *Employee is aware of his/her performance relative to “My Role” (the position, contributions and expectations); continues to develop, and learn about the organization and continues to build relationships.*

Schedule, Job Duties, and Expectations

- Schedule and conduct regularly occurring one-on-one meetings with the employee
- Continue to provide timely, on-going and meaningful feedback
- Elicit feedback from the employee and be available to answer questions
- Review employee’s progress regarding performance and engagement

Socialization

- Continue to introduce employee to others and bring him/her to relevant meetings and events
- The peer advisor and employee will meet to discuss how the first few weeks have been and answer questions the employee may have

Training and Development

- Ensure employee has attended HR New Employee Orientation, EH&S Orientation and enrolled in Enable Benefits (as applicable)
- Ensure employee is signed up for other necessary training

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Conversation Starters

- Do you thrive most when you collaborate with other team members or when you have time by yourself?
- With respect to your new job, what things are going well? What could be better?
- What job responsibilities/tasks are you progressing in and are there any that you think you may be struggling with? How could things be better?
- Are there any areas you feel you need training or additional training? What can I or your coworkers do to help?
- What tools or technology would make your job easier?
- How do you like to receive feedback on your work?
- Do you prefer private or public recognition?

TWO - THREE MONTHS

Desired Outcomes: Employee is becoming partially to fully aware of his/her role and responsibilities, beginning to work independently and producing meaningful work. He/she continues to feel acclimated to the environment, both functionally and socially.

Schedule, Job Duties, and Expectations

- Assign goals, review employee's progress of performance and engagement
- Create written performance goals and professional development goals

Socialization

- Have employee attend various meetings with you or coworkers to get exposure to colleagues and learn more about the department and organization
- Expose employee to opportunities to volunteer for community service hours
- Continue checking-in with the employee and peer advisor
- Invite employee for coffee or lunch for an informal conversation about how things are going
- Solicit employee's feedback and suggestions on ways to improve the onboarding experience

Training and Development

- Ensure required training and policy acknowledgements are completed
- Provide information about continued learning opportunities including tuition assistance, LMS resources and other programs pertinent to their role

Conversation Starters

- Are there challenges with your assignments that require extra time and attention?
- Do you prefer to work collaboratively or individually on projects?
- Are there any obstacles to completing your assignments?
- Do you feel comfortable sharing thoughts and ideas during team discussions and meetings?
- How is your working relationship with your Enable Peer Advisor? Any thoughts, questions or concerns?
- What or who inspired you lately and how?
- Reflection: Looking back on the last few months, is there anything that could have gone better for you or the team?

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THREE - SIX MONTHS

Desired Outcomes: *Employee has gained momentum in producing deliverables, has begun to take the lead on some initiatives and has built some relationships with peers as go-to partners. Employee feels confident and is engaged in their role while continuing to learn.*

Schedule, Job Duties, and Expectations

- Converse with employee by providing feedback on employee's progress of performance, goals and engagement

Socialization

- Create an opportunity for employee to attend or be involved in an activity or committee outside of his/her work area
- Meet with employee and the peer advisor at the end of their structured partnership. Discuss how things went and what else may be helpful for the employee

Conversation Starters

- What is one quality you see in a team member that you'd like to cultivate in your own habits and actions?
- What do you believe is the most value-added part of your role?
- What things are going well and how can we improve in areas that are not going as well?
- Has the Peer Advisor Program been helpful to you? How or Why?
- Is there anything related to your work environment that is less than ideal, causing frustration or delays?
- What have been your most significant accomplishments since joining Enable?
- Do you have any short- or long-term concerns about pending or upcoming projects?
- What resources do you need from me or others to be successful during the next quarter or before the end of the performance year?
- If a new leader was to start tomorrow, what advice would you give him/her on how to lead you/this team?
- Are there any topics you want to discuss in our next one-on-one meeting?

SIX - TWELVE MONTHS

Desired Outcomes: *Employee is fully engaged in their role – applies skills and knowledge, makes sound decisions, contributes to team goals, understands how his/her assignments affect others in the organization and has developed effective working relationships. He/she has a strong understanding of Enable's values and culture and has gained greater confidence in the role; begins to take on additional assignments and works with some level of autonomy (if applicable).*

Schedule, Job Duties, and Expectations

- Celebrate successes and recognition of employee's contributions
- Continue providing consistent and timely feedback, both positive and constructive
- Review employee's progress of performance, goals and engagement
- How does the employee's "My Role" align with reality?
- How are the employee's skills and knowledge being utilized? How can they improve or learn?
- Begin discussing the year ahead

Training and Development

- Discuss employee's professional development goals and identify relevant learning opportunities