



Successful Hiring Managers communicate effectively with their New Hires in order to make their expectations clear.

As Hiring Manager, it is important to think about how to instruct your New Hire.

The importance here is to ensure that confusion is eliminated, and the responsibility, that your New Hire is about to undertake, is understood.

In fact, when you communicate on a regular basis what you need to see in terms of job responsibilities and results, you take an important step in increasing productivity and commitment from your New Hire.

Practicing clear communication on expectations has multiple benefits:

- Ensures that an assignment is understood, and allows for discussions of any uncertainties in the understanding.
- Increases the New Hires ability to tackle own work with a sense of autonomy.
- Prevents frustration on both Hiring Manager and New Hire sides.
- Increases engagement and sense of contributing and belonging.

Below you find a set of guidelines to help facilitate the communication process when setting expectations.



Communicate face-to-face

Because nonverbal gestures like facial expressions are important to understand the context of someone's dialogue, face-to-face conversations can be more effective than other forms, such as email and phone calls. This helps employees understand when you are being serious or if you are joking.



Take ownership of your words

When talking to your team, be confident in the directions or information you are delivering to help increase trust from others and ensure they are listening when you speak.



Watch your emotions

Remove your emotions from the conversation when talking to your team about expectations to remain neutral about their actions. Being calm and composed can help you communicate more effectively.



Keep it simple

Simplify your message so that you are direct, and employees do not miss the important facts. Long conversations may cause employees to lose interest and misunderstand your directions.