

SAVVY UP: MODULE 4

Workplace Expectations for Young Professionals

Tip sheet: Having a chat with your manager on your first day

It's likely you'll have time with your manager on your first day to talk about all the tasks you'll be doing. It's a great time to ask them questions about what's expected – take advantage of this opportunity. They'll be glad you asked. Also, you may feel a little nervous – that's normal.

Print this guide sheet out and bring it with you to the meeting.

Here are some questions to guide your chat with your manager on your first day:

1. How would you like me to communicate with you when we can't meet face-to-face?
 - a. Do you prefer phone call, email or text as the first way of communicating?
 - b. What if I need help from you fast (for something urgent)?
 - c. What if I'm unwell and can't come in?
2. What are your expectations of me in this role?
3. What areas of work should I avoid, or get extra help with?
4. What decisions can I make, and what decisions need to be signed off by you as my manager?
5. What does "great" look like, and who is "great" in the role that I should learn from? Can you please show me some examples?
6. Who should I go to if I have a question or need support?
7. Is there anything else I need to know? (This is a good question at the end.)

Before you leave the meeting:

1. Do you know clearly what you have to do next, in specific steps?
2. Do you have a clear idea of what your daily work will be like?
3. Do you know who to talk to if you get stuck?

Anything else you'd like to remember? Write it down here.