

As Your Supervisor, I Will

This document serves as an inspiration and resource for supervisors to reimagine initial conversations regarding expectations with new staff members. During an internship with Housing and Residential Life at Furman University, one of our graduate student interns received this document that set the tone for their work experience and department culture. On the first day, the supervisor shared this document and other supplemental materials. Reading that document and having the supervisor talk through each section, expressing their supervision style and commitment, proved to be a critical experience of their onboarding process.

Supervisors are invited to adapt this template and tailor the language to you, your supervision style, and departments' mission statement or departmental values. It is possible to also make the document inclusive of the employee as a joint commitment to each other. Discussing the document together can open dialogue around expectations.

As Your Supervisor, I Will

Support and Empower: I will advocate for you and your wellbeing, while providing what you need to be your best and produce your best work. I commit to helping you grow throughout your time at Clemson University, both personally and professionally. I commit to providing you with professional development that will help you in your future. Share your goals with me and I will do my best to support you and help you reach them.

Ask Questions and Listen: I am here to listen to what you have to say. Share your goals and vision with me and we can brainstorm on and help move our work toward. Let me know when you have constructive feedback; I will take it into consideration and see where I can do better.

Prioritize Your Health and Wellness: I am a big believer in taking care of yourself and making sure you are prioritizing your wellbeing. I commit to helping you find a balance where you can complete your role but also find time for yourself and do things to help you rest, relax, and recharge. You cannot pour from an empty cup.

Bring Inclusive Excellence: I promise to bring positive and inclusive energy both into my work and conversation with you, coworkers, and students. I commit to being a role model of inclusive excellence by intentionally developing and utilizing organizational resources to enhance learning. Additionally, I promise to contribute to a welcoming community that engages all its diversity in the service of student and organizational learning.