

Team Expectations

Not everyone is ready to make a grand entrance into a team of strangers, and not every team necessarily needs a grand entrance. By ensuring that everyone knows their role and the team's dynamic, newcomers transition in smoothly and established coworkers know how to relate to new members. This worksheet gives a brief overview of worries common to new team members, followed by guiding questions for supervisors when creating a team expectations document, and finally, a team expectations document example for reference.

Common New Staff Fears:

- Do I fit in here?
- Do I fit into the culture here?
- Do I know what is expected of me in the team?

Process and Guiding Questions for Supervisors:

How can staff members know the major expectations set for the team?

1. Write down all team expectations.
 - a. What are "musts" in your team?
 - b. What is the work culture?
 - c. What are the team dynamics?
 - d. What systematic processes are specific to the team?
 2. Categorize them into a list that is no more than 1 page long.
 3. Review each expectation during the onboarding process and use this time to set a solid foundation for the team.
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Team Expectations - Example

1. At a *minimum*, you must complete all program/project/grant requirements.
 - We strive to be seen as state-wide, if not national top performers in our program/project/grants. Our work is often used as a success metric for other health facilities.
2. Bring new ideas, and be honest with your critique and feedback so we can all grow together.
3. Teamwork
 - Help each other, communicate clearly, share resources and knowledge, be willing to train, and be open to a changing environment.
4. Create and maintain metrics, and make data-driven decisions.
 - Be able to answer the “why” behind your decisions.
5. Know your project/contract/grant inside and out (including the budget).
 - Have a pitch of what we do, what you do, and be able to communicate it to the general population.
6. Stay within budget. Know your budget items and track expenses on a monthly basis.
7. Weekly/Monthly/Quarterly reports are submitted to the supervisor the (DAY OF WEEK) before they are due.
8. Work 40 hours per week.
 - Comp time must be approved by your supervisor in advance, keep your supervisor informed of a flexed schedule, and track your time daily.

During Meetings:

- Bring notetaking materials
- Come with solutions and ideas

I acknowledge that I have read these expectations.

_____ (printed name)

_____ (signature) _____ (date)