

# State of Ohio

## Supervisor Expectations

### State of Ohio Top 10 Supervisor Expectations:

1. Proactively seek knowledge about your role; understand how your team aligns to support the agency mission, business goals and initiatives.
2. Clearly assign and review work; hold employees accountable to complete, accurate and timely results and outcomes.
3. Complete performance evaluations timely, completely and with meaningful goals and appropriate competencies.
4. Recommend or authorize leave; validate and approve timekeeping within agency guidelines.
5. Recommend or initiate disciplinary action.
6. Offer opportunities to stretch employees' knowledge, skills, abilities, and/or competency levels through training, delegation, new opportunities or mentoring/coaching.
7. Understand budget basics and fiscal processes to speak to how your unit is funded.
8. Communicate; engage employees; foster professional relationships & networks – use knowledge from DISC to facilitate these expectations.
9. Understand, promote and set an example for the statewide competency of Customer Focus.
10. Proactively seek knowledge to develop yourself in the supervisory role and beyond; apply your developmental opportunities to continuously improve employee relations and systematic or other processes.

