

Lead Ohio: Foundations of Supervision

“Supervising with consistency and purpose.”

State of Ohio Top 10 Supervisor Expectations:

1. Proactively seek knowledge about your role. Ensure your team aligns with and supports the agency mission, strategic goals and initiatives.
2. Clearly assign, guide and review work: hold employees accountable to complete accurate and timely results and outcomes.
3. Complete timely performance evaluations based on established and meaningful goals and appropriate competencies.
4. Recommend or authorize leave: monitor, validate and approve timekeeping within agency guidelines.
5. Document, recommend or initiate corrective action.
6. Offer opportunities to develop employees’ knowledge, skills, abilities, and/or competency levels through training, delegation, new opportunities and/or mentoring/coaching.
7. Understand budgeting best practices and fundamentals of State and fiscal processes.
8. Communicate, engage employees, foster professional relationships and provide networking opportunities to employees.
9. Understand, promote and model behavior for the statewide competencies of Customer Focus and Embracing Diversity and Inclusion.
10. Proactively seek knowledge to consistently develop yourself as a supervisor: apply your developmental opportunities to continuously improve communication, employee relationships and systematic knowledge of work processes.