



PROFESSIONAL Tips

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Establishing a Healthy Supervisor/Employee Relationship

The most successful relationships are built on the efforts of both parties, and communication is a key part of that effort. Here are a few questions you should periodically ask yourself:

- Have I told my employees about our organization's mission and vision and how their work contributes to meeting organizational goals?
- Have I told my employees of my expectations of performance and conduct? In particular, have I established performance plans for my employees, and have I clearly specified my requirements for requesting planned and emergency leave?
- Am I consistent in applying the "rules" of the office to all staff?
- Do I pass on information from top-level staff meetings, and from other meetings my staff does not attend, so my employees feel they are part of the "big picture"?
- Do I remember to take the time to communicate face-to-face and not just by e-mail or leaving notes?
- Do I take notice when my employees make a positive contribution and express specific and timely appreciation?
- Do I remember to ask my employees for their thoughts on improving work processes or the office environment? (And, when I ask for feedback, do I incorporate some of the ideas my employees offer or tell them why they can't be used?)
- When an employee wants to talk to me, do I set aside uninterrupted time in a private space, so I can actively listen to what the employee has to say?
- If I notice a problem with performance or behavior, do I immediately address it with the individual employee instead of issuing a "blanket reprimand" to my staff or ignoring the problem (both of which adversely effect the morale of the staff)?