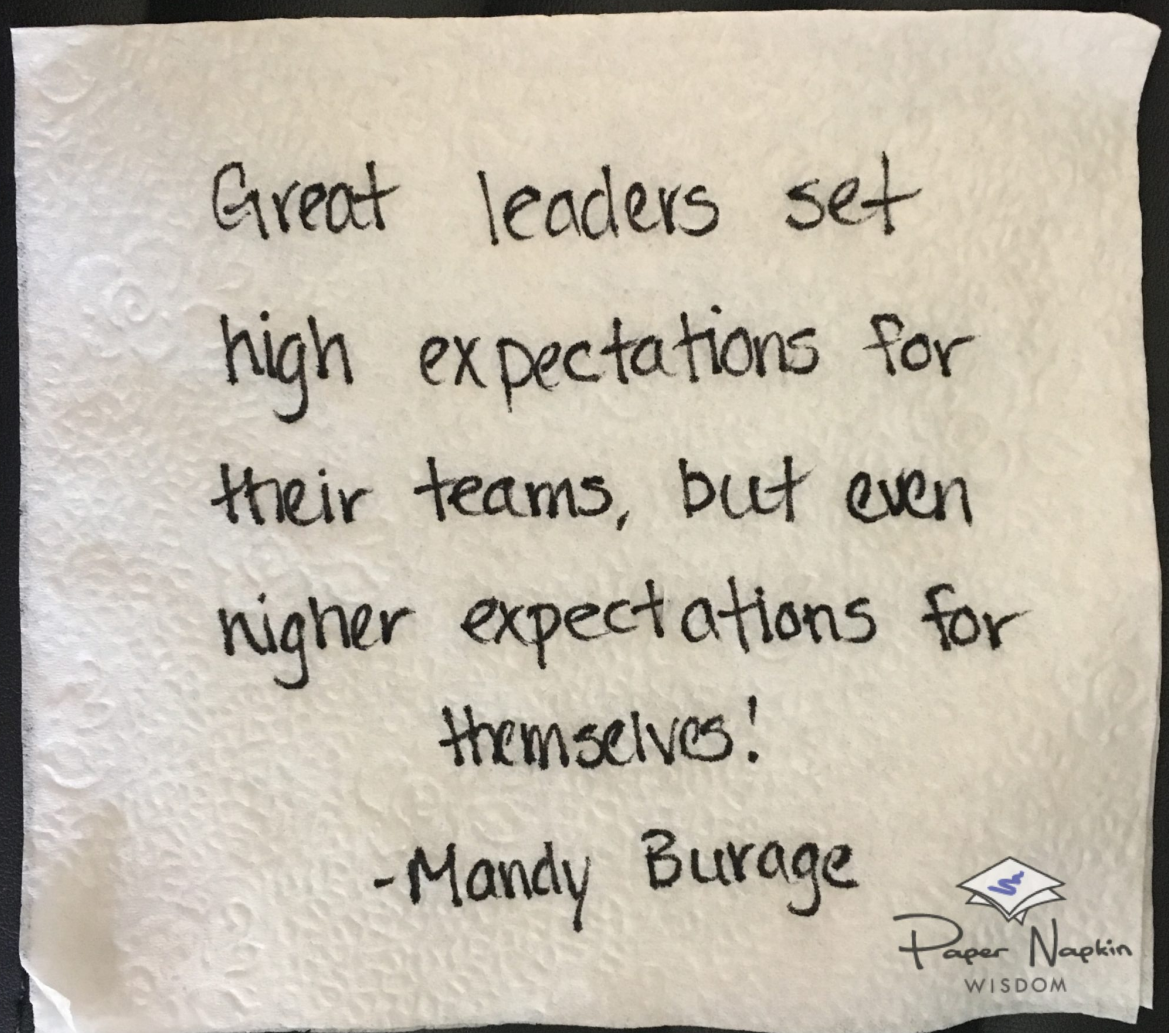


If you haven't had to reach out to us for guidance with an employee performance issue, you may not be aware that one of the first things we ask about are **EXPECTATIONS**. When addressing any type of performance deviation, expectations need to be clearly established, communicated, and mutually understood. This pillar of performance development is what guides and supports our conversations, and helps us to hold others (and ourselves) accountable. Expectations can vary widely from leader to leader, and can include anything from how you define being "on time" to work, to how people like to be recognized, and everything in between. How can you ensure you are setting appropriate expectations? Well, you're in the right place!

Until next month!

[HRS Employee Relations](#)

IT STARTS WITH YOU



GET TO KNOW ONE ANOTHER

Understanding each of your team members' individual preferences can help guide your personal expectations and the expectations you set for others. Check out the sample questions below as a guide and/or read this full article, [10 Steps to Setting Expectations](#), by Matthew Bradburn.

How I do my best work	When I do my best work	How I communicate	How I receive feedback
Give me problems, not solutions and as much context as possible. I get in a focus zone and won't be responsive.	I'm a morning person which is when I'm best in meetings. I work in sprints and will often do my best focus work in the afternoons. I cannot skip lunch.	I talk fast and tend to offer lots of context and thoughts. You can ask me to slow down. I prefer face-to-face conversations with a follow up after I've had time to digest.	I prefer direct feedback that gets straight to the point so I can address it I'd rather have feedback in the moment.
Things I need	Things I struggle with	My values	What motivates me
I need opportunity to work with others regularly otherwise I begin to feel isolated.	Long meetings without a clear agenda Speaking in large groups of people, come back to me after I've had time to digest.	Curiosity & growth Kindness & empathy Integrity Optimism, gratitude and finding moments of joy whenever you can.	I need to feel like I am always growing and challenging myself. Recognition and fairness is important to me feeling motivated.

COLLABORATE

Agreeing Mutual Expectations | The Oxford Group

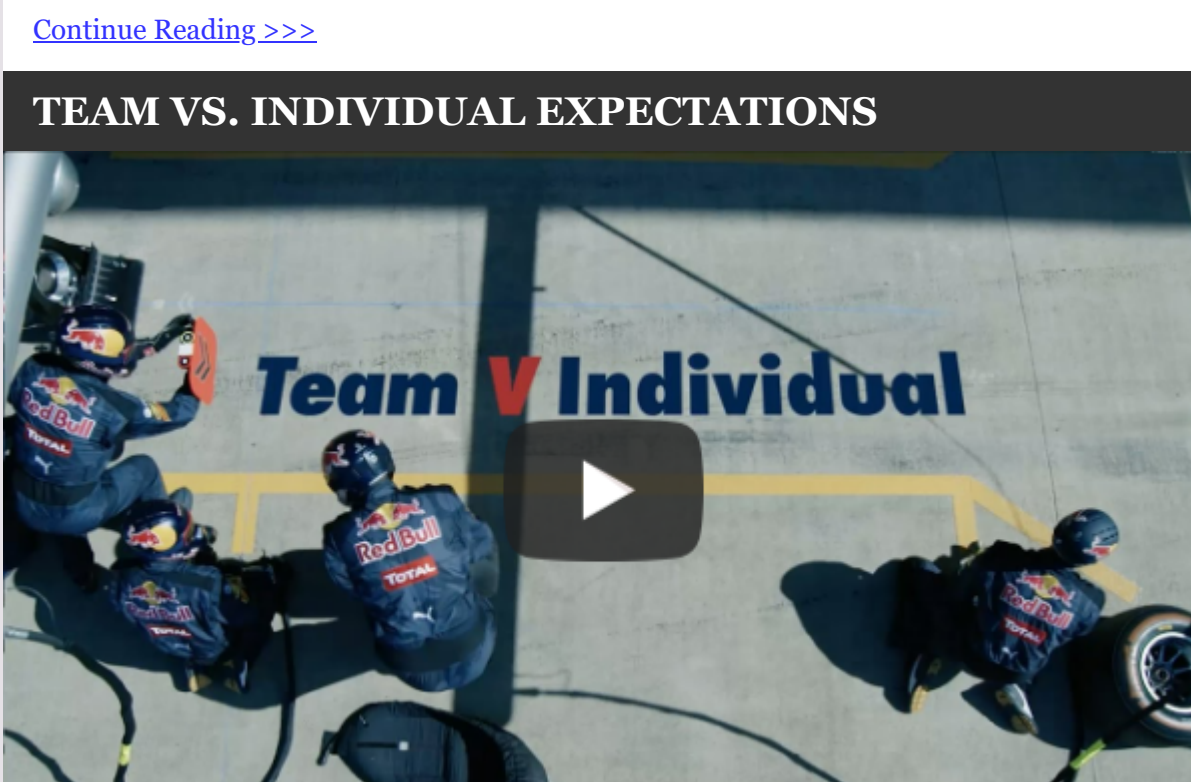
One of the most important aspects of any workplace is the establishment of mutual expectations. Mutual expectations refer to the set of standards, behaviors, and outcomes that both parties agree on in order to achieve success and maintain a positive work environment. When these expectations are agreed upon and communicated effectively, it can lead to greater job satisfaction, increased productivity, and a more harmonious workplace. In this article, we will discuss the importance of agreeing on mutual expectations in the workplace, and how to do so effectively.

First and foremost, agreeing on mutual expectations can help to establish clear boundaries and goals for both the employer and the employees. It can help to eliminate any confusion or uncertainty about what is expected of each party, and ensure that everyone is on the same page. This can lead to more efficient communication, fewer misunderstandings, and ultimately a more productive work environment.

Moreover, mutual expectations can help to create a sense of accountability in the workplace. When employees understand what is expected of them, they are more likely to take responsibility for their work and strive to meet or exceed these expectations. This, in turn, can lead to greater job satisfaction and a sense of pride in one's work.

[Continue Reading >>>](#)

TEAM VS. INDIVIDUAL EXPECTATIONS



The 30-second video above demonstrates the importance of teamwork. While it's important to set expectations tailored to each individual on your team, it is equally (if not more) important to set expectations for your team. Group efforts can help us achieve more!

EXPECTED EXPECTATIONS?

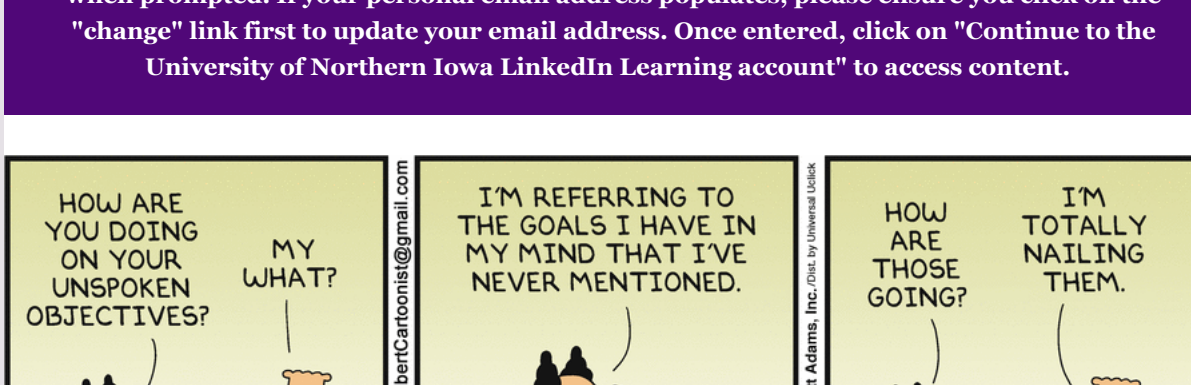
Watch this 3-minute video, *Setting Expectations*, by one of the world's leading experts in business storytelling.

"What we see in other people is determined in large part by what we expect to find there."

- Paul A. Smith

[LinkedIn Learning](#)

To access this video, click on the blue button above and enter your UNI email address when prompted. If your personal email address populates, please ensure you click on the "change" link first to update your email address. Once entered, click on "Continue to the University of Northern Iowa LinkedIn Learning account" to access content.



We want to feature YOU! Do you have any supervisory tips/tricks you'd like to share? Burning questions about supervision you'd like to ask? Are you a new UNI supervisor? Do you have a cool or unique workspace? Reach out to be featured in our upcoming issues.

[Leave Feedback Here!](#)

LEARNING & DEVELOPMENT



Supervisor Virtual Workshop

Communicating in Challenging Situations

Tuesday, January 30, 2024, from 1:00 PM to 2:00 PM

Not all workplace conversations are equal - some are extremely important and charged with emotions. This workshop will help leaders gain knowledge and skills about how to navigate difficult conversations and get solutions while maintaining and building relationships.



[Register Here](#)



Supervisor Development Series: FMLA and ADA Supervisor Responsibilities

[Supervisor Responsibilities](#)

This training is available on-demand via Blackboard. Please click on the linked course name above to access this session.

This session provides supervisors with high-level information about how to identify a potential leave or accommodation request from an employee, and clarifies a supervisor's role in complying with the Family Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA). This training takes approximately 45-minutes and will save your progress if you are unable to finish in one sitting.



Supervisor Development Series: FLSA/Time-Reporting

While no sessions are currently being scheduled, we highly encourage you to visit our FLSA resources webpage and review the information at <https://hrs.uni.edu/supervisors/flsa>. Additionally, you may review OBOs time reporting resources at <https://obo.uni.edu/payroll/time-reporting>.

COMING SOON



Supervisor Development Series: Fundamentals of Supervision



Supervisor Development Series: Addressing Performance Deviations



Supervisor Development Series: Managing Conflict Effectively



Supervisor Development Series: The Power of Gratitude and Recognition

HRS is excited to announce we will be partnering with our Employee Assistance Program to host three virtual workshops for supervisors this upcoming academic year. All sessions will take place via Zoom from 1 p.m. to 2 p.m. Registration for each of these events will be shared one month prior to each session date.

Save the Date!

April 25, 2024

Leading With Your Best Self



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Our Vision

All employees will be positively engaged in achieving their greatest potential while contributing to the success of the university.

Our Mission

Human Resource Services fosters an environment of integrity and collaboration through innovative solutions and communications contributing to the successful recruitment, development, and retention of university employees.