

Your supervisor will most likely cover many of these questions, but you may want to take a look at the ones below to prompt you to find out more information. At the bottom, there are blanks for you to include your own customized questions.

1. Is there someone on the team who could be my guide/mentor during my first few weeks?
2. Where do I store my personal items?
3. What are the expectations for dress?
4. What are the hours of work expectations?
5. Where are the important places I need to know?
6. Is there anything about the department or division that I need to understand? What websites might be important for me to visit?
7. Could you show me how to access PeopleAdmin and print my position description?
8. Could you review my position description with me and talk to me about your expectations regarding Values and Characteristics, Job Duties, and Goals for the year? (info: this is called The Performance Plan)
9. Follow-Up questions: What is your vision for my role in 3 months? 6 months? One year?
10. Another follow-up question: What projects have highest priority right now?
11. How do I open an IT ticket if I have an issue?
12. Who is responsible for ordering office supplies for our team? Are there any request guidelines?
13. Where is our team's meeting place for emergency evacuations?
14. What type of things do you prefer to be consulted on? Given final approval on? What kinds of things do you prefer that I handle on my own?
15. Which departments do we interact with frequently throughout the organization? How do we interact with them? Who will be my primary contacts in those departments?
16. How do you prefer to communicate – email, IM, text, phone, in-person? And how often do you want me to touch base or meet with you? Do you like to talk about things as they come up, or do you prefer that I save things up for a weekly meeting?
17. Are there any pitfalls that you've seen people fall into when they're learning this job? Anything I should be especially aware of?
18. Where does the team like to go for lunch? What time does everyone normally go?
19. I understand there is a campus tour either the last Thursday or Friday of the month – is this something you think would be beneficial?
20. Are there any special dates or times of year when we are busier than others? How does my job fit into those busy times and what do I need to be aware of?
21. Other?
22. Other?
23. Other?