

WHAT TO SHARE WITH A NEW TEAM MEMBER...

It is important to provide answers to the following seven questions to help smooth the transition for a new team member (or leader) joining an existing team or organization...

You may find it helpful to collect the opinions of everyone involved, or just interview the key stakeholders, and then compile their responses to the following questions as a gift to the new guy:

- 1. What are your specific expectations of (*the new person*) filling this role?**
- 2. What land mines or sensitive situations exist that (*the new person*) should be aware of?**
- 3. What organizational terms or processes will (*the new person*) need to become familiar with?**
- 4. If we had to prioritize, what should (*the new person*) focus on the first 30 Days? 90 Days?**
- 5. What relationships must (*the new person*) develop internally & externally to be successful?**
- 6. What measurements will define success for (*the new person*) in this role?**
- 7. What concerns or questions do you have for (*the new person*) taking on this role?**

