



Connecticut DOT

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Office of Engineering

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ENGINEERING DIRECTIVE

Engineering Administrator

Employee Expectations Meeting (2018 Update)

This directive supersedes the Engineering Directive on [Employee Expectations Meeting \(ED-2016-1\)](#). This version updates information from the previous directive and issues a revised “[Employee Expectations Guide](#)” (Guide) as a linked (rather than attached) reference on the [CTDOT Engineering Virtual Library](#) intranet web page. In the future, revisions to the [Guide](#) will not require re-issuing the directive.

This directive requires a meeting between every new Office of Engineering employee (e.g., new hire, transfer from another office) and the employee’s immediate and/or second-level supervisor. The supervisor(s) shall discuss the topics listed in the [Guide](#) and other information the supervisor considers necessary.

For employees to effectively contribute to organizational goals, and to be successful in their career pursuits, it’s imperative that they clearly understand what will be expected of them. Employees come to the Office of Engineering from a wide range of cultural, educational and work experiences. Without a clear expression of expectations, employees may form their understandings of appropriate behavior and performance based on personal experience, by observing other personnel or erroneous/irrelevant information (e.g., rumors, anecdotes). Negative consequences often follow faulty expectations. The general purpose of the meeting is to create clear, consistent and documented work-related norms of conduct and performance for new employees.

Supervisors should meet with each new employee in a permanent position, within one week of the first date of employment. The supervisor shall make a copy of the [Guide](#), complete relevant information (employee name and meeting date) with relevant notes, if any. The supervisor shall retain a record copy and provide the employee with a copy.

Although an expectations meeting is only mandatory for new Office of Engineering employees, the information in the [Guide](#) and the responsibility for supervisors to clearly and consistently convey organizational expectations extends to all employees. Employees who are having difficulty meeting expectations may benefit from periodic review of [Employee Expectations Guide](#). Supervisors should document reviews.