



New Leader and Staff Questionnaire

For New Managers

New Leader Questionnaire

Welcome to Wellesley College! To assist your staff in preparing for your arrival and to facilitate your transition into this new role, please use the following suggested questions as a guide to briefly introduce yourself, describe your vision, working style, and philosophy, and share any other information that you think would be of interest to your staff. Below are examples of things to think about as you fill out this questionnaire:

- Do you consider yourself an early adopter of new ideas?
- Do you prefer formal or informal communication?
- Do you prefer a structured or collaborative approach to problem solving?
- What does it mean if your door is closed -- knock or do not disturb?

We encourage you to share this information with your team prior to your arrival or as soon as possible after your arrival.

1. Name, including how you would like your staff to address you, pronunciation hints.
2. Do you have any prior experience with Wellesley College?
3. What would you like your staff to know about your working style?
4. What would you like your staff to know about your communication style?
5. What three office tools are most essential to your success? Why? (Ex: Google Docs, colored Post-its, etc.)
6. How do you prefer to participate in staff meetings?
7. What are your three main goals for your position?
8. How do you envision your work supporting the mission of Wellesley College?
9. What is your primary goal for this year? What would help you achieve that goal?
10. What are you most excited about doing in your new role?
11. What is your greatest concern about your new role?
12. What do you spend time doing outside of work?
13. If you would like, please share a fun fact about yourself!
14. Please share any additional comments or information you would like your staff to know.



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Staff Questionnaire

This questionnaire is for staff members to fill out. To help you learn more about your new role and facilitate your transition, please distribute this questionnaire to your staff so they may introduce themselves, share thoughts and insights about your department, share their hopes for future growth, and express any information they feel is important for success.

1. Name, how you would like to be addressed, pronunciation hints
2. Current Position
3. How long have you held this position?
4. Have you held any other positions at Wellesley College? If so, please list titles and dates.
5. What would you like me to know about your working style?
6. What would you like me to know about your communication style?
7. With whom do you work most closely? Please include name, title, and department.
8. Which offices and departments at the College do you partner with in your work?
9. What are your three main job responsibilities?
10. What three office tools are most essential to your success? Why? (Ex: Google Docs, colored Post-its, etc)
11. What are your three main goals for your position?
12. What is your primary goal for this year? What would help you achieve that goal?
13. How do you envision your work supporting the mission of Wellesley College?
14. How do you prefer to participate in staff meetings? (if applicable)
15. What do you like most about your job?
16. What do you like least about your job?
17. If you would like, please share a fun fact about yourself!
18. Please share any additional comments or information you would like me to know.