



# Supervisor Connection

April 2017



No man will make a great leader who wants to do it all himself or get all the credit for doing it. ~ Andrew Carnegie

## INTERVIEWING: 5 Good Interview Questions

1. **“Teach me something from start to finish.”** - Ask this questions to see how thorough a candidate can be in their thought process for completing a single task. If they can teach you something step-by-step without skipping a beat, it shows that they know how to follow instructions (and in the future, teach work processes).
2. **“Who is your role model and why?”** - This reveals what attributes and behaviors the candidate aspires to.
3. **“Where should I be prepared to give you the most support in the first 90 days?”** - This can replace “What’s your greatest weakness?” and prompts more honesty and specifics in self-assessment
4. **“If you could be a superhero, what would you want your superpowers to be?”** - This question reveals a candidates creativity and personality.
5. **“If you won \$20 million in the lottery, what would you do with the money?”** - This question shows creativity, goals, planning, generosity, responsibility, and desire to work.

## IMPORTANT REMINDERS

- Fill out the separation checklist, and contact Amy Alexander in HR to **set up an exit interview** for any employees that leave your department. (810) 766-6578
- Acclimate yourself to the **HR Website**, and especially the supervisor tab for many supervisor tools.
- Oakland County has many low-cost courses for you and your employees, and **offers many additional subjects via webinars.**



Genesee County Human Resources

[www.gc4me.com](http://www.gc4me.com)

Phone: 810 257-3034 Fax: 810 768-7097



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## **SUPERVISOR TRAINING OPPORTUNITIES**

Below are classes especially for Supervisor development. There are numerous other subjects that you can access anytime via computer based trainings. Contact Amy Alexander for more information:

### **APRIL**

4/11/17—Effective Communication Skills for Supervisors

4/24/17—Personality Type and Leader Communication

### **MAY**

5/03/17—Planning and Organizing for Supervisors

5/17/17—Personality Type & Leader Problem Solving

### **JUNE**

6/06/17—Conducting Performance Appraisals

6/14/17—Emotional Intelligence & Leadership

6/27/17—So Now You're the Supervisor **\*\*Highly recommended for new supervisors!**

**To register for any of these classes, or if you feel you need help in an area not listed above,  
contact Amy Alexander at:**

**(810) 766-6578 or [aalexander@co.geneseee.mi.us](mailto:aalexander@co.geneseee.mi.us)**

### **NO-COST/FUN WAYS TO REWARD EMPLOYEES**

1. **HANDWRITTEN NOTES:** Surprise your employees by handwriting "great job" on a note card or sticky note on their keyboard or in their mailbox.
2. **PUBLIC "KUDOS"** - Send out a department-wide recognition email, or verbally recognize an employee at a meeting, when they do something to make your department more productive, more efficient, or just plain more fun to work in!
3. **START A DEPARTMENT "HALL OF FAME"** - And add to it monthly
4. **THE MORPHING TROPHY** - Get a large trophy and give it to the employee you are recognizing for the week. At the end of the week they must return the trophy but they need to add one thing to it. At the end of the year there should be 52 things stuck to the trophy. Retire it and start again the next year.



### **New Supervisors!**

Mary Baird—Genesee County Health Department

Tony McDowell—FOC

Patrick Linihan—Parks & Rec

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