

7 Biggest Mistakes made by IU Supervisors

1. Failing to Address Performance Problems Appropriately

- Discuss problem with employee
- Recognize documentation as evidence
- Review with employee
- Be timely
- Be objective

2. Inflated Performance Evaluations

- Be honest - view performance evaluations as a tool for improving employee performance
- Consider full evaluation period
- Be specific - provide examples
- Do not include inappropriate criteria such as FMLA time, Workers' Comp or age

3. Inappropriate Internal Communications (they are subject of discovery)

- Assume anything in writing can be reviewed
- Prepare as if it could be seen in the newspaper - choose words carefully to reflect positively on you

4. Inconsistent Treatment (can lead to inference of discrimination and low morale)

- Follow written policies
- Make sure any exceptions are business related
- Use University resources (HR, OAA, University Counsel)
- Treat like situations alike

5. Uncontrolled References

- State only the facts
- Best to state what is in writing (in personnel file)

6. Failing to Control the Office Bully

(invariably triggers claims of harassment/discrimination and effects employee morale)

- Address conduct problems in a timely manner - don't ignore especially if behavior is related to age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.
- Take corrective action: the goal is to make it stop.

7. Failing to Consult University Resources

- Consult University Human Resources, the Office of Affirmative Action, Worker's Compensation, Environmental Health and Safety or University Counsel when you have a question or need assistance with an issue.