

KEVIN O'NEILL

8 Responsibilities of a Supervisor

1. Plan and set a time table for work daily, weekly monthly and yearly.
2. Define tasks and collect ideas for improvement.
3. Assess performance and give advice to subordinates.
4. Advise in regards to pay increases and new project assignments.
5. Apprise subordinates in regards to performance goals.
6. Communicate to higher level manager in regards to needs and accomplishments.
7. Recruit, hire, train and mold workers so they meet their goals without micro managing.
8. Foster and maintain a high passion for work.