



Connecticut DOT

CD-2020-7

Number: _____

Bureau of Engineering and Construction

Date: September 3, 2020

CONSTRUCTION DIRECTIVE

Construction Administrator

Construction Employee Expectations Meeting

This Directive requires a meeting between every new Construction 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 [Construction Employee Expectations 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 is imperative that they clearly understand what will be expected of them. Employees come to Construction 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 [Construction Employee Expectations 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 Construction 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 the [Construction Employee Expectations Guide](#). Supervisors should document those reviews.