

# DOS AND DON'TS GUIDE FOR EMPLOYEE ENGAGEMENT



Whether you're a team member, supervisor, academic, or committee leader- you have a direct impact on your colleagues' sense of engagement and belonging. Here are some things to keep in mind as you collaborate to bring out the best in those you work with everyday.

DO



Engage your employees in updating their job descriptions for accuracy and clarity

Ensure your employee has the resources they need and that they work well, and they know how to use them

Delegate and manage expectations, not tasks (See - [BPM 205 Delegation Skills](#))

Share timely, specific recognition aligned with actions you want to encourage (See [SPOT Awards](#))

Seek input, and show curiosity and open-mindedness when others share their thoughts

Invite people who are affiliated or impacted by a project to decision making meetings (See [BETS](#))

Encourage, appreciate and celebrate your colleagues

Remember details about your colleagues' interests

Make a conscious effort to divide choice assignments in a fair way - and keep track of whose turn it is

Have frequent, short conversations about employees' career goals and interests (See [Achieve Together](#))

Create and/or communicate strategic plans and goals often

Listen, share information, build relationships and involve employees in decisions

## Clarity



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*Forget to provide instructions on how to complete tasks, projects, and timelines*

## Resources



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*Assign projects without adequate resources*

## Autonomy & Trust



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*Forget to explain your decisions*

## Recognition



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*Assign significant work above your employee's job level without seeing if it merits a stipend or reclassification*

## Psychological Safety



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*Use mistakes to call out or embarrass employees*

## Diversity & Inclusion

(Gender, Race, Ability, Age, Sexual Orientation & More)



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*Forget to share information with all employees as appropriate*

## Belonging



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*Make work decisions based on personal relationships*

## Caring



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*Ignore concerns or lack empathy*

## Equality



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*Forget to announce job or career opportunities with everyone on your team*

## Growth



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*Forget to model learning and development yourself*

## Purpose & Impact



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*Assign projects without a clear connection to the overall strategy*

## Trust in Management



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*Assume your employees know what you know*