**Orientation – Staff Bio Template for New Manager/Supervisor**

Once an offer has been extended and accepted by an incoming manager/supervisor, it is important to bring the new employee up to speed as quickly as possible on the job to be performed as well as with the skills and experience of his or her staff.

Below is the outline of information that may be shared with an incoming manager in order to familiarize him/her with their reporting staff. Note that the information provided is job specific and does not include any personal information.

**Essential Elements of Employee Bio to be shared with Reporting Manager.**

* Name
* Job Title
* Primary job duties (if not clear from job title)
* Education and/or training
* Competencies
* Experience Level/Background relative to current job
* Recent accomplishments
* Fun Fact (Optional)