



# Management Fundamentals

It is an expectation of all Auburn supervisors to follow the four basic fundamentals of management, which are: selection, development, communication, and reward & recognition.

- 1. SELECTION.** Hire good people. In order to do this, take the time to do it right. Be detailed in the job description that you create. Work with our great recruiters. Pull together a good search committee and use behavioral interviewing techniques to ensure a fair and consistent process that focuses on the duties, responsibilities, and observable behaviors required by the job. By rushing the process to fill a position, you're gambling on hiring a great person. Invest the time and be detailed before the job is posted.
- 2. DEVELOPMENT.** Your number one job as a supervisor is to develop your people professionally. Hold them accountable to do their job and take performance management seriously. Have regular conversations about their growth and performance. Find out what they're interested in. If you grow them they will improve your team- plain and simple. Develop your people professionally and have great conversations around performance. Learn more about [performance management at Auburn](#).
- 3. COMMUNICATION.** It's your job to be a "human waterfall" and cascade information down and out to your people. We get communications from the university, from our department, from our leader, and we get information from our customers. Be a relentless communicator. When people are in the dark they're not as productive as they could be. We can't assume everyone is going to read everything that comes their way. Some of our people don't have consistent access to email. Some don't really know all the communication vehicles available. Communicating saves time. Not communicating wastes time.
- 4. REWARD & RECOGNITION.** We often forget to recognize our people. We forget to simply say, "thank you." Some people just like a nice pat on the back- a, "hey thanks for doing the job today", and some people only need a simple thumbs up. Other people appreciate a lunch or a more formal recognition. Remember to recognize outstanding performers. Celebrate accomplishments and milestones. Make recognition part of your routine. Learn more about and participate in global and local programs. Follow the link for more information about our [Spirit of Excellence](#) Employee recognition program.

At the end of the day, when you hire good people, develop them professionally, communicate effectively so that they feel informed and engaged, and make them feel appreciated, you'll have a foundation for a strong and successful team. You'll also have mastered the basic fundamentals of good management.

For more information, contact us at [autrain@auburn.edu](mailto:autrain@auburn.edu) or at [aub.ie/quickdive](http://aub.ie/quickdive).



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