# Define Your Role for Success

Directions:Use this checklist to prepare for a conversation with leadership about the expectations for the interim or acting role. Record your thoughts and questions to include in conversation with leadership. You can adapt any of these to meet your unique needs.

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| Role definition and expectations | | |
| **✓** | **Things to Think About** | **My Notes and Questions** |
|  | Expectations | What is your boss’ vision for work to be accomplished in the long and short term? |
|  | New responsibilities | What are you to accomplish while in the role? What is for the next leader? |
|  | Current responsibilities | How will your current job responsibilities be covered? What can be redistributed and what cannot? |
| **Setting yourself up for success** | | |
| **✓** | **Things to Think About** | **My Notes and Questions** |
|  | Career recovery | What needs to be in place for you to fully recover from taking this position? |
|  | Resources needed | What resources will you need to accomplish the charge? Protected time? Task shifting? Additional staff, research associate, or postdoc? |
|  | Establishing authority | How will your authority with respect to your new roles and responsibilities be communicated? Who will communicate the expectations for your position to the department, unit, or group? |