

# **Supervising and Working with Non Academic Staff**

An Administrator's  
Perspective

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# Introduction

- Academia as a career path for staff
- How I got here
- What makes staff stay

# Non academic staff issues include:

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- Hiring
- Promotion/Reclassification
- Leave Types
- Corrective Action
- Lay Offs

# What your Administrator can do

- Hiring -- UW Hires, job descriptions, interviewing
- Liaison with HR related offices
- Advice with personnel issues

# Who is the supervisor?

- Faculty
- Staff

# Helpful Hints for:

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- Hiring: “Fit is it”
- Probationary Periods: Use them!
- Giving Feedback
- Performance Evaluations
- Corrective Action

# What Chairs can do

- Set tone for positive work environment
- Support senior non-academic staff

# Closing

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- Be Fair
- Be Consistent
- Be Courteous