

SOP: Assignment of Initial Job Responsibilities and Expectations

This SOP details the **assignment of initial job responsibilities and expectations**, outlining the process for clearly defining roles, setting performance standards, communicating duties, and establishing accountability. It ensures new employees understand their tasks, responsibilities, and workplace expectations to promote efficient onboarding and job performance.

1. Purpose

To provide a standardized procedure for assigning and communicating initial job responsibilities and expectations to new employees for effective onboarding and performance management.

2. Scope

This procedure applies to all new hires across all departments and roles within the organization.

3. Responsibilities

- **Hiring Manager:** Define tasks, set expectations, and communicate job responsibilities.
- **HR Department:** Support the onboarding process, maintain documentation, and facilitate communication.
- **New Employee:** Review assigned duties, seek clarifications, and acknowledge understanding.

4. Procedure

1. **Job Description Review**
 - Hiring manager reviews and updates the job description for the new hire's position.
 - Ensure it accurately reflects essential duties, reporting lines, and required competencies.
2. **Assignment & Documentation of Responsibilities**
 - List specific tasks and responsibilities for the new employee.
 - Document these in an assignment sheet (see template below).
3. **Setting Expectations**
 - Define performance standards (quality, timelines, communication requirements).
 - Specify key performance indicators (KPIs), if applicable.
4. **Initial Communication**
 - Conduct a meeting to review assigned responsibilities and expectations with the new hire.
 - Provide the assignment sheet and answer any questions.
5. **Establishing Accountability**
 - Clarify reporting structures and feedback processes.
 - Explain documentation, check-in meetings, and escalation protocols.
6. **Acknowledgement**
 - New employee signs the assignment sheet to confirm understanding.
 - HR retains a signed copy in the employee's file.

5. Assignment Sheet Template

Employee Name	
Position Title	
Department	
Supervisor	
Date of Assignment	

Initial Job Responsibilities

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Performance Expectations/KPIs

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Reporting & Accountability

- Primary supervisor:
- Reporting frequency:
- Feedback process:

Employee Acknowledgement:

I, _____, acknowledge receipt and understanding of the above responsibilities and expectations.

Signature: _____ Date: _____

6. Review & Revision

This SOP will be reviewed annually or as needed to ensure continued relevance and effectiveness.