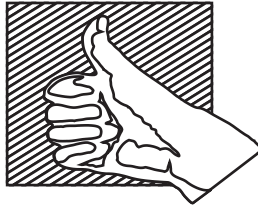


Know the Duties Of Your New Job



1. What does your immediate supervisor want you to do on this job?
2. What did the last person do on this job?
3. What do others do who have this job?
4. What do you think out need to do on this job?
5. Make a list of your assigned tasks:
6. Make a list of things you need to do that are not your regularly assigned tasks: