Supervisor Outcomes

Getting your own placement on Nov. 18 while supporting your team

> On Nov. 18, you'll open your own memo the same day you're copied on your team's. You'll have known their placements since Nov. 13 and won't see yours until that day. Having your own reaction is normal, and you can still support your team well while you have it.

Before Nov. 18

- **Notice your own expectations.** Seeing your team's placements can make you guess at your own. That's natural; just don't let the guess shape what you say to your team.
- **Plan your morning.** Block 15 to 30 minutes on Nov. 18 to read your own memo before you send your availability note.
- **Choose who you'll talk to.** Pick someone for your own reaction: your own manager, your unit's HR manager or the Employee Assistance Program. Not your direct reports.

On Nov. 18

- **Read your memo first,** and give yourself a few minutes with it.
- **If the news is good,** keep it low-key for now. Others on your team may not have the same news.
- **If it's disappointing,** it's fine to take an hour or two before you reach out. Still send your availability note that day, so your team isn't left wondering.
- **If you need more time,** tell your own manager. They or your unit's HR manager can help cover questions while you regroup.

What to share with your team

"I got mine too" is enough. You don't have to share your outcome. If you choose to, keep it brief and factual.

Instead of	Try
"Mine didn't change either, so don't worry."	"Let's talk about what yours means for you."
"I'm not happy with mine either."	"I have my own questions too, and I'm taking them to the right people."
"Honestly, the study got this wrong."	"I understand why this is frustrating. Here's what I know about how it was decided."

Who to see with your own questions

- **Your own supervisor or manager** for a conversation about your memo. You can ask for one; you don't have to wait to be asked.
- **Your unit's HR manager** for questions about your placement, a business title or the 2027 options.