

INCOMING OFFICER'S TRANSITION WORKSHEET

Questions to ask during transition

1. Things specific to this position I want to know about (forms, duties, etc.)...
2. Things I should do over the summer... (See May- September Task Planning Sheet)
3. People (positions) that I should get to know...
4. Services that I need to know about...
5. Things I need to know about working with my advisor...
6. Other questions I want answered...