**Some Best Practices for Managing your Lab**

**Hiring**

* Conduct a broad search—really.
* Interview multiple candidates whenever possible.
* Include lab members through group or individual interviews; consider feedback from lab members.
* Always, always check references. Always ask for multiple referees.
* Listen carefully to what referees say (and what they exclude/avoid).
* Consider language and communication skills as well as cultural fit.

**Managing**

* Engage new hires early and provide clear expectations.
* Schedule regular meetings with lab members, and individual meetings when possible with new or challenged members of your team.
* Don’t assume people understand exactly what you need or want.
* Conduct clear performance reviews; in person and in writing whenever possible.
* Communicate consequences of under performance.

**Addressing Problems**

* Be proactive; do not ignore warning signs.
* Recognize who you are as a manager and adjust accordingly.
* Seek out advice from a wide variety of sources, not just faculty colleagues.
* Take action when necessary.
* Accept help from others.