



- ▶ **Topics to cover with a potential job mate to improve compatibility.**

► Things that you need a preliminary agreement on

► **Job interview - A few considerations for a job interview:**

- ▷ How/when do you share expectations and assumptions in advance of each interview?
- ▷ How do you make sure one job mate does not monopolize the interview?
- ▷ How do you communicate your value as a job pair during the interview?
- ▷ How/when do you debrief after the interview and follow up/closure with the interviewers?

► **Job split** - Given your expertise and complementary skills, how do you define each job mate's roles and responsibilities? Who does what? Who is responsible for what? You need to be very clear, detailed oriented and unambiguous about it. Try to leverage your complementary skills to the extent possible to improve your team's output and quality. For example, if one of you has better presentation skills, utilize him/her to do most of the presentations and if the other job mate has better writing skills, utilize him/her to do most of the team's reports.

► **Time split** - Given your time share preferences and constraints, what is the agreed upon work schedule for each job mate? What days of the week? What times of the day? Will you have any overlapping time at work? Will you need time outside work hours to sync up? Below are a few arrangements used by other job mates, but you need to decide on an arrangement that works best for your needs.

Possible arrangements	Job mate 1	Job mate 2
Split week	Mon—Wed noon	Wed noon—Fri
Overlapping week (best practice)	Mon—Wed (Wed overlap)	Wed—Fri (Wed overlap)
Alternate weeks	Week 1 and 3 of each month	Week 2 and 4 of each month
Split day	Mornings 8 a.m.—12 p.m.	Afternoons 12 p.m.—5 p.m.
Other arrangements as defined by job mates		

► **Methods of work handover** – What is your handover process? How is work passed between job mates? How do you track progress? How do you prevent things from falling through cracks? Considering your job, employer rules and policies, employer's tools and infrastructure, and your own personal styles, discuss and agree on how to do work handover. Below are suggested methods to discuss:

- ▷ Have a shared Daily Log File which is periodically updated during the day.
- ▷ Send a voicemail to your job mate at the end of each day with a summary of the day.
- ▷ Have a shared Task List which is periodically updated.
- ▷ Use a shared file system to store and access documents.
- ▷ Agree on regular times during the week to review the Daily Log File and the Task List together.

► **Regular times on calendars** - Do you need to lock down a regular meeting time on your calendars for collaboration, alignment, and discussions? If so, how frequently do you need to meet? We recommend at least an overlap of time when you switch work schedules (to be used for handover) and at least a weekly face-to-face meeting. Alternatively, you can arrange for multiple short times (e.g., 7-8 p.m., Mon, Wed, Fri) each week for phone calls. You need to discuss your options, decide, and document your agreement.

- ▶ **Methods of communication** - How do you want to communicate between yourselves and with the rest of the organization? Depending on your employer's environment and policies, you need to discuss and agree what methods of communication works best for you. Think about and discuss these questions:
 - ▷ Use of email: Shared or individual?
 - ▷ Text messaging: Shared or individual?
 - ▷ Phone and voicemail: Shared or individual?
 - ▷ Calendar: Shared or individual?
 - ▷ Do you need to have a set of shared documents?
 - ▷ One-on-one Meetings: How many, when, face-to-face or video?
 - ▷ Meetings over Skype or similar tools?
 - ▷ Use Slack or similar tools?
 - ▷ Should both job mates read all incoming emails?
 - ▷ How will you flag your job mate to read certain emails?
 - ▷ How will you alert your job mate about an urgent issue?
 - ▷ How will you keep your job mate in the loop, e.g., will you always CC your job mate on all emails?
 - ▷ How will you share valuable hallway conversations with your job mate?
 - ▷ How will you sign outgoing emails to colleagues or clients?

- ▶ **Hands off on days off**
 - ▷ What's the expected behavior of a job mate in his/her day off?
 - ▷ What if s/he needs to be consulted for a critical and urgent issue?

- ▶ **Invest time into building a strong professional relationship with your job mate.**
 - ▷ How do we build a strong partnership?
 - ▷ Do we need regular check-in times? How many?
 - ▷ How will we utilize our check-in times?
 - ▷ What measures can we define to assess how the partnership is solidifying?

- ▶ **Decision making**
 - ▷ How will we make decisions effectively and timely?
 - ▷ What decisions need to be made together?
 - ▷ What decisions should be made by whoever is ON?
 - ▷ What process is used to make the decisions?
 - ▷ If one needs to consult with his/her job mate, how do they reach them on their day off?
 - ▷ Realtime decisions (e.g. in a team meeting) that are made by one job mate on the day covered by that job mate are owned by both.

- ▶ **How to handle disagreements?**
 - ▷ How will we handle disagreements? For instance: acknowledge disagreements, reaffirm commitment to resolve disagreements to mutual benefit.
 - ▷ What's the process? For instance: have each jobmate state his/her point of view, agree on facts and goals, discuss optimal processes, and discuss win-win solutions.
 - ▷ What if we cannot agree?

▶ **Office space and equipment**

- ▷ How will we handle office space and equipment?
- ▷ Will we share the office space or have separate desks?
- ▷ Will we share a PC or have two separate PCs?
- ▷ If we share an office space, how will we prevent our job mate from needing to look for things?
- ▷ If we share a PC, how will we prevent our job mate from needing to look for things?

▶ **Vacation coverage**

- ▷ How do we cover vacations? How can we make sure one of us will always be there?
- ▷ How do we prevent both of us from being on vacation at the same time?
- ▷ How do you back up your jobmate on all their primary tasks--or, failing that, how each job mate can receive backup?

▶ **Sick leave coverage**

- ▷ How do we handle sick leaves? How can we make sure one of us will always be there?
- ▷ Should we be swapping work days?
- ▷ Will we cover for each other regardless?

At the end of all discussions and conversations, the fundamental questions that you need to answer for yourself are:

- ▷ Are we compatible?
- ▷ Can we easily and clearly communicate?
- ▷ Does s/he have good listening skills?
- ▷ Can we resolve a disagreement?
- ▷ Can I trust this individual as my job partner?
- ▷ Do I even like this individual?

