Seven questions for staff one-on-one meetings

These questions are adapted from a paper in Harvard Business Review. They are designed to help a supervisor do a better job both in supervision generally and in supporting staff’s professional development. No need to write down answers, just take a little time to think about the questions and maybe jot down a note or two. These are NOT part of an evaluation process except insomuch as they are helping me get to know you better.

1) What do you like most about your job? What aspects do you find most exciting, energizing?

2) What aspects of your job do you find the most challenging or frustrating?

3) What accomplishment in the last year or two are you most proud of?

4) What didn’t go as you had hoped? Why?

5) What are your development goals for yourself? (What work-related skills, abilities, habits or knowledge do you want to gain in order to further your effectiveness and pursue your career goals?)

6) What specific development opportunities could you pursue this year to advance those goals?

7) What can I do as a supervisor to support you?