

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 inasmuch 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?