



## Questions SUPERVISORS Can Ask Their Employee During an IDP Meeting

---

Managers are responsible for supporting employees in their career development journey. They should meet with their employees to discuss their development and opportunities. Some areas of support may include helping them learn new skills, expose them to new experiences, overcome barriers, enhance performance, identify resources, and celebrate their successes related to their career aspirations. During IDP meetings managers should:

- Build a strong relationship
- Actively listen to the employee
- Identify ways to support employees in their development
- Openly communicate with the employee
- Set-up check-ins with employee
- Help employees identify tools and resources (Contact HR representatives for support)

The primary key to supporting employees is asking great questions to get them thinking about their future. Below are a few questions which may be helpful in preparing for the employee meeting and starting the conversation.

1. What are the goals you want to accomplish within the next three years?
2. What are your top two goals for the next year?
3. How are your goals feeding your passion?
4. How do you want to develop professionally?
5. What motivates you?
6. What are your values?
7. What are your valuable talents and skills?
8. What strengths do you currently possess and what do you need to work on?
9. How do you want to develop professionally?
10. What do you really love to work on?
11. What new responsibilities or training will help you move forward in meeting your goals?
12. How do you plan to develop your skills in those areas?
13. Are there other types of work or positions you would like to learn more about?
14. Is there another department you would like to learn more about?
15. What growth opportunities are most important to you?
16. What steps have you taken towards meeting your goals?
17. What are you already doing to reach your short and/or long term goals?
18. What development activities can you work on within the next three years to meet your goals?
19. What can I do to support you in meeting your goals?
20. What resources do you need?
21. How will you know when you have been successful?
22. How do you measure success?
23. How would you like to celebrate your successes?
24. What are the biggest obstacles in meeting your goals?
25. How would you like to communicate during your development?