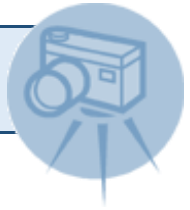




## EMPLOYEE QUESTIONS TO ASK DURING DEVELOPMENT MEETING WITH SUPERVISOR



**What are your thoughts regarding my career goals?** Before the conversation, conduct an assessment to determine your strengths, weaknesses, personal values, interests, and preferences and think about how these align with or will support you in meeting your career goals. Share your thoughts and findings with your manager.

- Do they seem realistic?
- Are there any additional or different options you might recommend I consider?

**Will my career goals align with those of the organization?** It is important to understand how your role fits into the organization, so you can see how you are contributing.

- As the manager, what's your biggest problem? What might I do to help you solve it?
- What do you see as the key issues or trends driving the organization? Our industry?
- How might these issues/trends affect my job?
- What might I be able to do to help the organization solve or prepare for them?
- What opportunities are there here for someone like me?

**What and how should I develop?** Think about possible gaps in your skills, and how you might fill them. Be prepared to hear an entirely different perspective from your supervisor.

- How am I perceived?
- What do you see as my strengths?
- What would you like to see me do differently?
- What can I do to recover from mistakes I've made and repair my reputation?
- What do I need to do to become qualified for this career objective?
- What skills gaps do you think I have for the future role?
- How long do you think it will take me to learn and master those skills?
- Are there any special development opportunities that you think would benefit me?
- Are there any special projects I could take on in my current role that would help me obtain needed knowledge, skills, competencies or experience?

**Can we discuss ways in which you could support me in meeting my career goals?** Think about what specific actions you would like from your manager. Shift in assignments/projects? Support for a special duty assignment either inside or outside of your organization? Flexible work hours? Paid time to take a class?