

## Sample Questions to Ask During Quarterly Conversations

- What is going well at work right now?
- What is something that has brought you joy or excitement?
- What's a talent or skill that you don't use at work that could benefit the team?
- Has anything changed over the last quarter - for the better? Or worse?
  - How can I help you correct/address it?
- Do you feel you have everything you need to be successful (information, knowledge, support, resources)? If not, what needs to change?
- What obstacles or challenges are you facing at work?
  - What strategies have you tried to overcome those challenges?
  - How can I support you in overcoming those challenges?
- How does your work here align with your career goals?
- How does your work tie to the institution's strategic goals and priorities?
  - Who are you helping and why does it matter?
- Do you feel supported by leadership?
- What is something you wish I had asked that I didn't?

## Additional Conversation Prompts

### Questions to ask about the individual's work:

- What accomplishments this quarter are you most proud of?
- What has been a win?
- What is something that you have learned?
- What is something that you would want to re-do if you could?
- What can you leverage more to maintain productivity or success?
- What are you looking forward to in the next quarter?
- Which goals did you meet?
- Which goals fell short?
- What motivates you to get your job done?
- What are your ideal working conditions to be the most productive?
- What personal strengths help you do your job effectively?
- What skills do you have that you believe we could use more effectively?
- What kind of work comes easiest to you?
- What kind of work is challenging for you?
- How do you prefer to receive feedback and/or recognition for your work?
- What 2-3 things will you focus on in the next quarter to help you grow and develop?
- What professional growth opportunities would you like to explore in the next quarter?
- What departmental or institutional projects are you interested in and would like to be part of?

### Questions to ask about your own leadership:

- What can I do to make your job more enjoyable?
- What can I do to help you better meet your goals?
- What (if any) concerns do you have when it comes to giving ME feedback? How can I alleviate those concerns?
- What are 2-3 things I could do differently to better lead you?

- What do I do that is most/least helpful for you when it comes to completing your work?
- What can we do to improve our relationship?