



What are your  
career goals?

Short-term and/or  
long-term.



How do you prefer  
to be recognized?



What kind of  
work energizes  
you—and what  
drains you?



What recent  
project or task  
have you felt most  
proud of?





Are there any skills you'd like to develop or use more in your current role?



Do you feel you have the tools and support you need to do your job well?



What does a great day at work look like for you?



Is there anything getting in the way of your success or satisfaction right now?





What's one thing I  
could do to better  
support you in  
your role?



How do you like to  
receive  
feedback—both  
positive and  
constructive?



What part of your  
work feels most  
meaningful to you  
right now?



What challenges  
are you currently  
facing that I  
might not be  
aware of?

