



# Kick Off Conversation

## DISCUSS:

- Job description  
*including title, duties, skills, and ability requirements*
- Daily, weekly, monthly, quarterly tasks or goals.
- Accountability Structure - what they can expect from you
- Company Mission & Values. Ways to show this through behavior (Values Matrix)
- Management Structure & practices
- Behavior, skill, attribute matrix
- Milestones that should be accomplished
- Company norms, unwritten rules, guidelines, important policies
- Team expectations around communication, behavior, culture.
- Growth Opportunities and realistic expectations/time to get there

## ASK:

What are your main motivators? *(Ex: money, recognition, growth, etc)*

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How do you like to receive positive feedback? constructive feedback?

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Are you comfortable sharing how you are doing or feeling, or do you need to be asked?

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How do you communicate best? *(Ex: in person, email, text, phone call, etc)*

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How do you like to be recognized? What is your appreciation language? Public or private recognition?

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What type of work energizes you?

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What type of work drains you?

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What kind of work feels purposeful to you?

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What are signs that you are really stressed?

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How do you de-stress in the moment at work?

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How would you like others or myself to support you when you are having a bad day?

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When it comes to inclusion & belonging, what do you need in order to achieve these feelings?

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Is there anything important that I should know about you?

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What are your big picture career goals? Where do you see yourself in 2-3 years? 5 years?

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What three things do you need, to stay with this company?

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What are 1-2 things that would make you leave?

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What is a contribution that you want to make that will benefit the team, the company, or our customers?

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What are a few things you are working on to be a better version of yourself?

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What skills do you want to develop/refine?

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What else do you want to know about your manager? direct reports? team? etc

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What concerns or hesitations do you have?

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