



Kick Off Conversation

DISCUSS:

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

ASK:

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

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

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

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

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

What type of work energizes you?

What type of work drains you?

What kind of work feels purposeful to you?



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What are signs that you are really stressed?

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

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

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

Is there anything important that I should know about you?

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

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

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

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

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

What skills do you want to develop/refine?

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

What concerns or hesitations do you have?
