

GROWTH IN MY CURRENT POSITION

- What would you say are three strengths that best describe you?
- In what ways would you like to grow or develop?
- In the past year, what work related projects are you most proud of?
- What do you wish you could do more of?
- What does the ideal position look like to you?
- If you prioritized 5 of your most important job tasks, what would that look like and why do these tasks take precedence?
- Have you considered cross-training or participating in a mentorship program?
- What subject matter would you like to be an expert in?
- What trainings have you completed to prepare yourself for growth within your current position?
- What about this Department makes you want to stay?

BUILDING

The Bench



**COACHING IS ESSENTIAL
FOR NEW AND
SEASONED STAFF ALIKE.**



GROWTH WHEN A CHANGE AWAITS

- What specific files/references do you have that should be retained over a period of time?
- Tell me about any process maps, step-by-step instructions, desk manuals, etc. for completing the tasks you do on a daily basis.
- Who are your key professional connections? How can you start connecting other team members to those individuals?
- What are the components of your position that are critical and/or time sensitive?
- What subject matter are you an expert in? Are you sharing your expertise with others?
- What are some ways you can include colleagues in your projects?
- Have you considered mentoring? If not, could this be a consideration?
- What is something you know how to do well that others need to learn?
- What do you wish you would have known when beginning this position; and how can you change that for others?