



Check-in Conversation Questions

Opening

- How are you doing?
- What's been on your mind lately?
- What would you like to focus on at this meeting?
- How did last week go?
- What's going well?
- How has _____ been going?

Satisfaction

- Are you learning new things?
- Are you happy with your recent work? Why or why not?
- Does the work you're doing meet with your expectations? Why or why not?
- What's one thing we could do to help you enjoy your work here more?
- What worries you?
- How is your workload?

Support

- What resources would be most helpful to you?
- How can I best support you?
- Would you like more or less direction from me?

Innovation

- Do you have ideas for how we could do this work better or more efficiently?
- Have you used/seen technology that would make our process easier?
- What are the bottlenecks? What should we take a closer look at?
- Are there any tools that would your job easier?
- What could we do to be more creative or innovative as a team?

Feedback

- Do you feel you're getting enough feedback?
- Is there something in particular you would like me to provide feedback on?
- How do you prefer to receive feedback?

Accountability

- What will you work be working on this week?
- What's the timeline?
- What do you need me to do between now and our next meeting?
- How are you preparing for the week ahead?