

# Zest – Leadership for a future generation of leaders

## Asset: Check-in Questions

	Manager	Employee
Induction	What have you enjoyed in your first 30/60/90 days?	I'd like to discuss more about the key stakeholders in the business and how I can interact with them.
	Do you have what you need to do your job?	Do we have a mentor scheme I can access?
	How are you settling into the team?	Who are your role models in the business and why?
	What communication would you prefer from me, so you are able to do your job?	Where are the pitfalls I should avoid?
Individual	How can I provide better support for you?	How am I perceived throughout the business?
	Are there any blockers or obstacles I can remove for you?	I've been looking at a vacancy within/outside of the company....
	How can I work differently to enable you to work better?	I have reflected on our last check-in....
	What should I stop doing and what should I start doing?	What do I need to improve on?
Talent	How do you see your career progressing?	I'd like to discuss a development opportunity that I believe would assist me within my role.....
	I have reviewed your benefits and rewards.....	What fast-track schemes are in place that I could benefit from?
	What areas of your daily work do you wish to strengthen?	Would you support my application for access to the future leaders' programme?
	What development have you done recently to support your career goals?	What is holding me back from progressing in my career?
Perf	How are you progressing with your projects?	This job isn't working out how I expected. Can we discuss my options?

	How are your people performing?	I've encountered some problems on a recent project.....
	I'd like to discuss your performance since we last met.....	I'd like to brief my staff about.....
	I have received some feedback about your involvement in a project.....	I've completed a project and I have capacity to progress to the next project. What is next?
Opportunity	What development needs have you identified for yourself?	Are there any other opportunities to get involved in other projects as I'd like to progress within the company....
	There is a vacancy I think you would be ideally suited for.....	I'm not being stretched in this job. Can I take on other responsibilities or is there another job for me?
	I've had a request for a contribution to a video/article which will be published in the national press. Would you like to take part?	I've been asked to support my professional body, but it may need some support during the working day. Can we discuss?
	There is a secondment available within another department that would help with your development. Would you like to discuss?	I've been offered a job at a rival business. Can we discuss my options here or a way I can leave in a positive way?



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