

Employee Engagement Discussion Questions

Meeting #1 – April

1. What do you think I should know?
2. What else are you thinking but are reluctant to share with me? I'd like to know so that something can be done about it. What would you do if you were me?
3. How can I support you over the next two months? What does support from me look like?
4. In what ways do you feel you could be more informed that would allow you to do your job even better?
5. What suggestions do you have for me as your supervisor?
 - a) In what ways do I affect your work and productivity, and how might I improve the effect I have on your work and productivity?
6. If you were allocating a training and development budget to improve our capabilities as an organization, which capabilities would you give priority to, and what would be your goals?

[Optional for supervisors to ask] Could you say more about...?

Meeting #2 – June

1. What do you think I should know?
2. What else are you thinking but are reluctant to share with me? I'd like to know so that something can be done about it. What would you do if you were me?
3. How can I support you over the next two months? What does support from me look like?
4. What are you doing well? What suggestions for improvement do you have for yourself?
5. What things do you think should be a priority right now for our organization's leadership to think about or do?
6. Where do you think our organization is going over the next year, and what do you think about it?

[Optional for supervisors to ask] Could you say more about...?

Meeting #3 – August

1. What do you think I should know?
2. What else are you thinking but are reluctant to share with me? I'd like to know so that something can be done about it. What would you do if you were me?
3. How can I support you over the next two months? What does support from me look like?
4. What work activities or responsibilities do you think you should be prioritizing over the next year?
5. If you could have three wishes granted about things I could change about anything here at our organization that would make your job easier or make you more effective, what would they be?
6. What would you like to know more about regarding our organization?

[Optional for supervisors to ask] Could you say more about...?

Meeting #4 – October

1. What do you think I should know?
2. What else are you thinking but are reluctant to share with me? I'd like to know so that something can be done about it. What would you do if you were me?
3. How can I support you over the next two months? What does support from me look like?
4. Imagine you had everything you needed to fulfill your responsibilities easily and efficiently. What would you have available that you don't have today?
5. What should I start doing or do more of because it is helpful to you? What do I do that I should stop doing or do less of?
6. How do you feel about the quality of our programs and services?

[Optional for supervisors to ask] Could you say more about...?

Meeting #5 – December

1. What do you think I should know?
2. What else are you thinking but are reluctant to share with me? I'd like to know so that something can be done about it. What would you do if you were me?
3. How can I support you over the next two months? What does support from me look like?
4. Here are three questions to help us understand how to help your work be satisfying and fulfilling for you:
 - a) Knowing yourself and your capabilities, what could we do to help you make an even greater contribution to our organization than you already are?
 - b) What did you most enjoy working on over the last 12 months, and why?
 - c) What types of things would you like to get more experiences of over the next 12 months?
5. What changes could you or I make that would make our relationship as a supervisor and team member more like your ideal for this relationship?
6. What suggestions do you have for how you could contribute to creating a great workplace environment? How can I help you do that?

[Optional for supervisors to ask] Could you say more about...?

Meeting #6 – February

1. What do you think I should know?
2. What else are you thinking but are reluctant to share with me? I'd like to know so that something can be done about it. What would you do if you were me?
3. How can I support you over the next two months? What does support from me look like?
4. Tell me how you explain to people where you work and what your job is.
 - a) How would you say your role contributes to the organization's mission success?
 - b) Has the way in which you contribute changed at all since last year at this time? If yes, how?
5. Please describe the opportunities you have had or want to have to learn, grow, and find career fulfillment here.

6. What would you like to especially affirm about our organization?

[Optional for supervisors to ask] Could you say more about...?

Skip-A-Level Meeting – March

1. As you reflect on your work over the past year, what were the highlights for you?
2. Is there anything work-related you are looking forward to?
3. Are there any unresolved matters from your previous Employee Engagement Discussions?
4. Is there anything that you can think of that would help you have a better working relationship with your supervisor?
5. Is there anything that you think I should know about related to our organization?

[Optional for supervisors to ask] Could you say more about...?