

Preparing for Performance Conversations

Questions to help you identify and articulate your strengths

Identifying Strengths

- What are some of your recent successes?
- Have you ever been told you have a talent for something? If so, what is it?
- What activities or tasks make time seem to fly by?
- What do you most look forward to doing at work? What strengthens you?
- What do you enjoy doing least at work? What weakens you?

Applying Strengths

- Have you shared with your supervisor that you are strengthened by (x) and weakened by (y)?
- Is there an opportunity to take on additional tasks that are aligned with your strengths? Could you shift or eliminate some of the tasks that are weakening?
- Have you spoken with your Supervisor about ways you could stretch yourself in your areas of strength?
- In what areas do you believe you could add value on your current project/team? Special initiatives?
- Can you ask your Supervisor to help you network with others in the organization who may need your unique expertise?

Defining Your Own Career Path

Questions to ask yourself to help determine your next steps



- Where do you see yourself and your career in 5 years? In 10 years?
- How are your goals aligned with your strengths?
- What areas do you feel you need/want additional experience in to help prepare for the future?
- How do your short-term goals support your longer-term objectives?
- With whom can you expand your network to develop your career?
- If you eliminated all of your fears and perceived obstacles, what could you achieve within 5 years?
- What is the first step you can implement TODAY?

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