



## Career Development Discussion Starters

**Purpose:** These career questions will help you get a career development conversation started.

**Directions:** After you have completed the Career Development Discussion tool, choose any of the following questions that best fit your conversational needs.

### General probing and clarifying questions:

- What do you hope to accomplish?
- What's next?
- What do you have in mind?
- How can I help? What would be the best way for me to support you? How do you want me to be involved?
- What are the potential outcomes? Can you live with those outcomes?
- What is your role in solving the current problem?
- What strengths do you bring to the conversation?
- What obstacles stand in your way?
- What else can you try?
- May I offer a suggestion or tell you what I've observed?
- Do you need more time to think this over?
- Why do you think....?
- How do you plan to....?
- What's stopping you from...?
- Tell me more ...

### Questions to help identify aspirations:

- What is the most rewarding part of your job or of jobs you've had in the past?
- What are some things you enjoy doing that you are not doing now?
- What would you like to look back on and say you were most proud of in your career?
- What do you NOT like doing?
- What career goals have you considered?
- Where do you see yourself in five years?
- What obstacles have you identified that may impede your success (geography, work-life, skill sets, fears, too much accountability, etc.)? Which of them are you willing to change?

### Questions to help check progress:

- What challenges or barriers are you encountering?
- What assistance or resources do you need?
- What feedback have you been able to apply to your work so far?
- How close are you to reaching your goal?
- What feedback have you received?
- What accomplishments do you feel especially good about?



## Questions to create organizational alignment:

- How might this fill an important organizational need?
- How might this deepen expertise in an area that is critical to our ongoing success?

## Questions to help prioritize:

- What are some strengths or skills you would like to use more in your current job?
- Are there any personal values you would like to see reflected more through your work?
- What activities in your job do you find most rewarding?
- Given the changes/challenges that are taking place in the department or organization, where do you see yourself providing the most value?
- How might this help bring about needed change in the department/school/university/academic health system?
- How might this improve service to those we serve?
- How does this help us create a high performance organization and culture?
- How does this help us improve our productivity, processes, or quality?

## Questions to help debrief a development experience:

- What happened? How did it go?
- What worked and why?
- What didn't work and why?
- What would you have done differently?
- What can you apply this to in your day-to-day work?
- What did you learn?
- How will you practice what you learned? What might be an upcoming opportunity?