Supervisor Questions

Point scale: 0 = never, 1 = only when requested by my employees, 2 = inconsistently, 3 = at regular intervals (once or twice a year), 4 = as often as possible

Please rate your skills on the following questions:

Coach (listen and draw out):

_____ Talk with employees about what they like most about work (not necessarily just their current job)
_____ Listen to employees concerns about the progress or direction of their careers
_____ Learn what is motivating for your employees
_____ Step out of a role of "expert" and truly listen, just to understand your employee's perspectives

Reality testing (provide positive and corrective feedback):

_____ Recognize and reward employees for their contributions to the organization, in the presence of others
_____ Initiate discussions with your employees about their strengths and development needs
_____ Provide honest feedback to employees about how you see their future career
_____ Explain formal and informal factors that determine career success in the organization

Advising (offer organizational insight, information, and advice):

_____ Talk clearly about changes in the organization that will require new learning
_____ Offer suggestions for opportunities for new learning
_____ Work to identify on-the-job opportunities for your employees (inside or outside your immediate area) that are in line with organizational goals and employee desires
_____ Provide resources for employees who want information on developmental opportunities and assistance

Development planning (guide employee goal setting, check back):

_____ Review and discuss an employee's written professional development plan (including goals)
_____ Discuss expectations (your and theirs) regarding professional development planning
_____ Check in with employees about their progress on development goals/initiatives
_____ Provide physical support (in terms of money, time off, or personnel assistance) for employees to pursue more learning
_____ Provide motivational support for employees to pursue more learning