

Critical Questions for Any Employee

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This worksheet is designed to help you create a more “manageable” work environment. Answer the questions as truthfully as possible.

1. What unique skills and knowledge do you bring to your organization that you believe are underutilized?
2. What areas of competence do you have that are being unrecognized?
3. What kind of work environment supports your work success?
4. What should be your role in helping management set organizational goals and objectives for your work?
5. Describe the key characteristics of:
   1. An effective manager
   2. An ineffective manager
6. Describe the key characteristics of:
   1. A successful employee
   2. An unsuccessful employee
7. If you had the ability to manage yourself what processes and or procedures would you set up to ensure your success?
   1. Thought Starters:
      1. Do you want the boss to check in with you or leave you alone?
      2. When your work is reviewed, how do you prefer to be critiqued?
      3. How do you want to be approached to take on additional work or responsibilities?
      4. Do you want to be involved in aspects of your organization beyond the work you presently do? If so, what?
      5. Do you want your performance “quantified”…you are working at a 6 level out of 10 or as discussion of your performance every 3 months?
8. Based on your previous work experience describe conflicts with management that made it difficult for you to complete your work?
9. What resources/lack of resources impedes your ability to be successful at your organization?