



VALU
VA LEARNING UNIVERSITY

MyCareer@VA

Powerful Questions

Try these conversation starters with employees to gather the information you'll need to best support the employee in each phase of the career development process.

Assess

- ✓ What skills do you have that you have not been able to use in your job?
- ✓ Which skills would you like to use more?
- ✓ Which parts of your job are the most challenging? The least challenging?
- ✓ What are your 'signature' areas of expertise? What are you known for?
- ✓ If you could change one thing about your job, what would it be?
- ✓ What about your job energizes you? What bores you or is tedious?

Explore

- ✓ What is the greatest strength you bring to the organization? How do you know? How will it help you in the future?
- ✓ What career goals are you considering?
- ✓ How will your top goals position you for the future?
- ✓ Which goals are best aligned with your values?
- ✓ What would you say are the most critical areas I would select as essential in your current position? How would you rate yourself in these areas?
- ✓ How can you use your current job to prepare for the assignment or role you aspire to?

Plan

- ✓ What assignments offer the best learning experiences?
- ✓ What training programs or educational opportunities interest you?
- ✓ How will your development assignment put pressure on your current job responsibilities? What support will you need?
- ✓ What projects or task forces would you like to work on to gain exposure and broaden your skill base?
- ✓ If you could give yourself the perfect assignment, what would it be?
- ✓ Of all your goals, which one do you want the most? What will help you and what will hinder you from achieving that goal?

Take Action

- ✓ How will you judge your own success? What criteria will you use? How will others evaluate your success? What criteria will they use?
- ✓ What three actions could you take in the next two weeks to get started on one of your goals?
- ✓ How can I support your goal achievement?