

What went well?

What should we keep doing?  
What should we celebrate?  
Where did we make progress?

What went poorly?

Where did we have problems?  
What was frustrating to us or others?  
What held us back?

Desingning a resume

list common  
phrases or  
requirements  
mentioned in  
job

"seeking a  
candidate with  
strong  
communication  
skills ".

postings  
thad relate  
to resumes.  
for example,

Describe the  
actions  
employers  
take when  
reviewing

resumes,  
such as  
scanning for  
relevant

qualifications  
or looking  
for specific  
keywords.



Try to  
empathize  
with their  
perspective.

What might  
be going  
through an  
employer's  
mind

Identify  
common  
frustrations or  
challengges

Are they  
looking for a  
culture fit or  
so specific  
skills?

Employers  
might face  
when sifting  
through  
resumes



What ideas do you have?

What ideas do you have for future work together?  
Where do you see opportunities to improve?  
What has untapped potential?

How should we take action?

What do you believe we should do next?  
What specific things should we change?  
What should extend beyond this meeting?