

CHECK-IN STARTERS FOR WORK

Move beyond “How’s it going?” and get a real conversation started. Using open-ended questions about job performance supports deeper reflection, celebration and growth.

If you are identifying, celebrating, and building on successful performance...

...ask these

What’s one thing you think you did well at work?

What skill(s) did it require you to use?

Did you recognize at the time that you were using the skill(s)?

What positive feedback did your boss give you?

...and follow up with these

How do you know you did well? From your own perception, from your boss’s feedback, or both?

How did it feel while you were doing it? Do you enjoy that kind of task? What do you enjoy most about it?

Do you think of the skills you used as strengths of yours? Why or why not?

Are these the kinds of tasks you want to be doing in a future workplace?

What about the skills themselves? Are they related to your future goals?

How can these skills be used to help improve other areas where you struggle?

If you are generally checking-in and discussing progress toward goals...

...ask these

What were the goals you laid out for this internship?

Have they changed at all?

Are you meeting your internship goals?

What were the goals you laid out for your future?

Have they changed at all?

Are they still your goals?

Is this internship giving you skills or knowledge to help you reach them?

...and follow up with these

Why did you choose those internship goals?

Did you meet them more effectively this week than last week?

How will you meet them more effectively next week? What’s one specific thing you could do to ensure that?

By the end of the internship, what would you like to say you accomplished?

Why did you choose those goals for your future?

Is this internship helping you to think about them more specifically?

Is it helping you know better what you want or don’t want for yourself?

Is there anything we can do to better align your internship with your future goals?

Do you think your boss would hire you on the basis of how you’re doing in this internship? Why or why not?

Have you met anyone who has the kind of job you want?

If you are reflecting with an intern/employee who isn't sure how well they are doing...

...ask these

Were your boss's expectations clear this week?

Do you feel you met those expectations?

Did you complete the tasks assigned to you?

Did your boss give you any feedback?



...and follow up with these

What do you think was the quality of your work? How do you know?

Did you feel successful or unsuccessful at work?

What were you doing when you felt successful? When you felt unsuccessful?

How is your level of focus at work? Do you feel mentally present?

Are there any instructions you're not receiving? Directions that would clarify expectations and help you meet them?

Are there any questions you can ask? Either to help you do well or to help you find out how you're doing?

If you are identifying, owning, and working with underperformance this week...

...ask these

Is there a task you didn't finish or didn't do well?

Were there any external reasons? Such as no instructions, no supplies?

What were the internal reasons? Such as uncertainty, confusion, doubt?

What skills do you think this task required?

What constructive feedback did your boss give you?



...and follow up with these

How do you know you didn't do well? From your own perception, from your boss's feedback, or both?

Do you take responsibility for this?

What do you think it would've taken for you to do better?

Are you interested in getting better at tasks like this, or at the skills they call for? Do they show up in your own future goals or your path to reaching them?

If you want to get better, how/where can you practice them at school or in life?

Is there anything you could do or train on that would help you get better?

If you don't care much about these tasks or these skills and they don't relate to your goals, how do you do them well enough to succeed in this internship?

Is anything interfering with your focus or confidence when these tasks come up? How can we try to work through those barriers?

Do you feel comfortable in your workplace?

Do you feel over-challenged? Under-challenged? Or the right amount?

Do you believe that the work you do has value? Why or why not?

Notes...