



“Get to Know You” Discussion Questions

This resource is part of the [State Flex Program Staff Sustainability Guide and Toolkit](#).

Whether your new Flex employee will be working in the office, remotely, or some hybrid of the two, it's important to be intentional about creating connections and relationships right away. Here are some questions you can use to learn more about your new employee and make decisions about how you can best work together. Consider working a few of these questions into one-on-one or group conversations during the new employee's first few weeks on the job.

TO LEARN MORE ABOUT INTERESTS AND PAST EXPERIENCES

- Tell me more about your story – where you grew up, where you've lived up to now, and what brought you here.
- What accomplishments are you especially proud of?
- What do you do for fun?
- Who have you learned the most from in your professional life? What have you learned from them?
- What about this job are you most excited about? What are you most hesitant about?

TO GAIN A BETTER UNDERSTANDING OF MOTIVATIONS AND PREFERENCES

- What are your short- and long-term career goals? What's particularly important to you when it comes to these goals?
- How can I best support you as you work toward these goals?
- What do you enjoy doing most at work? Why?
- What do you enjoy doing least at work? Why?
- What makes you feel valued at work?
- What methods of communication work best for you?
- Where and when do you feel most productive?

TO COME TO AN AGREEMENT ON HOW YOU'D LIKE TO WORK TOGETHER

- How often do we want to meet one-on-one? What time of day works best?



- What are our preferences when it comes to email? Instant message? Voicemail? How long of a response time do we want to allow for each?
- How do we feel about communicating via text?
- How will we decide when we can have a simple impromptu call vs. when we should schedule a meeting?
- When we schedule a meeting, do we want to include an agenda on the calendar invitation or let it be more free-flowing?

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