

Supervisor's Interview Form

Use this form to conduct the interview and record your notes.

This form can be used both as a guide to your interview and a place to record the interviewee's responses to your questions. As a guide, you can ask the questions below verbatim, if you wish, and take notes in the shaded spaces provided below the questions. You will need to print one of these forms for every person you interview. An example of how a supervisor might use this guide in a real interview can be seen by reading the Sample Interview with a Staff Member.

The interview itself usually takes about 30-45 minutes. Think about it as having three parts:

Parts	Estimated Time (Minutes)
A. The Welcome	5
B. Present Work Experience Opening Questions Checking Topics that Weren't Mentioned Wrapping It All Up	10-20
C. Moving on to the Future Identifying the Target Finding Ways to Get to that Future Completing the Job Satisfaction and Growth Plan	15-20

A. The Welcome

Make it warm. Acknowledge the person and his/her value to the organization. And state what you want to learn simply and honestly and get permission to take notes. The welcome in the sample does just those things. But you will need to give your welcome in your own words.

B. Present Experience Working in the Department

B1. Opening Questions

Tell me a little bit about how you first decided to take a job in this department.

What do you like most about your job here?

Underline if mentioned:
Opportunities to grow • Recognition and rewards • Ability to contribute • People • Day-to-day work • Balance

And what are some of the things you find to be less positive? (Note what the interviewee thinks is the biggest concern. You will be prompted to go back to it later.)

Underline if mentioned:
Opportunities to grow • Recognition and rewards • Ability to contribute • People • Day-to-day work • Balance

Appreciate.
Restate. Validate.
Prompt for clarification.

B2. Checking Topics that Weren't Mentioned

If any of these topics weren't mentioned in the answers given for the two questions above, ask:

Opportunities to Grow	How much do you feel you can still grow on the job? Is that the kind of challenge you want?
Recognition and Rewards	In this past year, you have ... (name some accomplishments). Have those accomplishments been rewarding to you? Do you feel you have been getting recognition for these kinds of contributions? What kind of recognition means the most to you?

Ability to contribute	What about the opportunities you have to contribute to what we do here? How well are we using your skills and experience and challenging you to make a difference here?
People	How about the people you work with? How well are they able to provide the support you need?
Day-to-day work	How do you feel about the work you do here day-to-day? Are there other things you wish you could do here?
Balance	What has your experience been in trying to balance both your professional and personal commitments? (Why is that? Quantity of work? Schedule? Stress? Personal problems?)

B3. Wrapping It All Up

Let's go back to what you identified as your major concern. Can you say a little more about that? (This is the answer to the third question in section B1 – what they liked least about their present job)

What would you say the strengths are in our relationship (yours and mine?)
Are there things we could do differently to improve it? Things you would prefer that I did differently? Things you could do differently to help us strengthen our relationship?

Appreciate.
Restate. Validate.
Prompt for Clarification.

C. Moving on to the Future

C1. Identifying the Target

I've been wondering where you would like to be in your career in, say, the next five years. What have you been thinking?

What would keep you excited about your job?

C2. Finding Ways of Getting to that Future

What career progression goals would you like to set?

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Career Path Goals, If Any

If career paths are an issue, explore options.

(Consider the next step in the career track. Look at the Career Navigator together <http://careernavigator.umjobs.org/> for options.)

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What other action plans can we make together to help you get what you want most in this job?

Skills you want to develop	
Skills/interests you want to use more on the job	
Opportunities you want to have	
Goals you want to achieve	
Help you would like to have (including mentoring)	
Behaviors you'd like to change	
Changes for better life-balance	
Revisiting this topic in the future	

C3. Completing the Job Satisfaction and Growth Plan Form - Record specific actions to be taken.

How do you think we should follow up to make sure we stay on track with the action plans? (Be specific and set a date to follow up)