

**Career Planning Questionnaire: Manager Guide**

Use the questions below to facilitate conversations with your employees about their goals and professional development.

<b>Questions About Your Employee's Current Goals</b>	
What is your favorite part of your current role?	
What would you describe as your biggest strength?	
What one skill would you like to develop to improve in your current role?	
<b>Questions About Your Employee's Future Roles</b>	
Where do you see yourself in 1 to 2 years?	
Where do you see yourself in 3 to 5 years?	
If there is one task or project type you'd like to do more frequently in the future, what would you select?	
If there is one task or project type you'd like to do less frequently in the future, what would you select?	
<b>Questions About Your Role as Manager</b>	
How can I best help you in your current role?	
How can I best help you achieve your career goals?	
Are there other individuals you would like me to enlist to help you achieve your career goals? (e.g., a colleague in a role you're interested in pursuing)	