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| **EMPLOYEE  QUESTIONNAIRE** |

The purpose of working with a coach is to build your professional capacities—your skills, your knowledge base, even your confidence—to make yourself as successful at your work as you can be. The end goal isn’t simply productivity, but a more impactful, independent, and satisfying professional life.

You’ll start by talking with your manager about how you experience your work. This questionnaire is designed to help you put into words what you already know. Fill out as much as you can before your first coaching session. The more fluently you can discuss these topics with your manager, the more you will gain from the coaching process.

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| INTERESTS AND VALUES |
| 1. What are your professional interests and values? What types of projects do you enjoy? Are you motivated by compensation? By increased responsibility? By a sense of mission? |
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| 1. What are your lifestyle needs? For example, you might want a set work schedule, limited or no travel, and so on. |
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| SKILLS: STRENGTHS AND GAPS |
| 1. What are your top five skills (i.e., those in which you have the most proficiency and/or those you enjoy using the most)? |
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| 1. What do you believe are the top two or three skills you need to learn to grow in your job, advance to the next level, or seek a new job? |
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| SKILLS: STRENGTHS AND GAPS |
| 1. What are your key transferrable skills—the skills that are not just job-specific but that can be applied to work in many positions (i.e., negotiation, financial analysis, collaboration)? |
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| 1. Do you think you are currently performing up to your potential? Why or why not? |
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| JOB SATISFACTION |
| 1. What is your overall level of satisfaction with your current position? |
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| 1. What parts of your work would you like to continue doing? |
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| 1. What new work activities or positions would you like to try? |
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| CAREER GOALS AND NEXT STEPS |
| 1. How do you define success? |
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| 1. What would you like to be doing six to 12 months from now? |
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| CAREER GOALS AND NEXT STEPS |
| 1. What do you need to do to get there? For example, what types of projects would you need to work on? What type of training and experience would you need? |
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| 1. What would you like to be doing three to five years from now? What is your dream job? |
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| 1. What do you need to do to get there? For example, what types of projects would you need to work on? What type of training or experience would you need? |
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| 1. Are there any other big-picture, personal development goals that you’d like to make your coach aware of? |
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| 1. Do you know people inside and outside your organization who are aware of your strengths and aspirations and can help you achieve your goals? |
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