Engage in Conversation & Reflection

Conversations for New Employees

As a new employee, one of the most important things you can do throughout your onboarding experience is connect and develop relationships with others. Conversations, both formal and informal are a great way to better understand each other and create a trusting relationship.

**Employee to Manager:**

**Tell me about our unit/department**

- From your perspective, what is the general perception of this unit or department and the team?
- How did we get to this point? What is the history behind our department / team?
- What specific services does the department and team provide to others?
- What are our deliverables – what things are measured or tracked, and reported?
- What is the strategy? What are the goals?
- What are the key priorities, challenges and opportunities, both short and long-term?
- How does the department and team support the vision and strategic initiatives for our unit and the university?

**Let’s talk about us**

- What is the best way to communicate with you … formal/informal, email/voicemail? How often do you like updates?
- What are your expectations of me? Of this role?
- What do you hope to have accomplished in the next month, 3 months, 6 months, year?
- What is the biggest priority for me right now?
- Tell me a little bit about you.
- Whom do you recommend I speak with as I learn my role?

Insert your own questions below:
The Team:

- Ask your team members or peers to review their work, or projects: objectives, alignment to goals and strategy, timelines etc.
- What do you see as the greatest strength of our team?
- What kind of successes have you had recently?
- From your perspective, what challenges are we up against? Why do these challenges exist? What, in your opinion, can we do to overcome these challenges?
- How does this team prefer to work?
- How have decisions been made in this team?
- Are there specific issues of which I (or we) need to pay particular attention?
- Tell me about your role.
- How do you see us working together?
- What are your hobbies/interests? (if appropriate)

Insert your own questions below:
Time for me to share

Think through how you will connect with your new team. What messages do you want to get across about who you are and what you represent? What are the best ways to convey those messages? These messages should not be about what you plan to do. They should focus instead on who you are, the values and goals you represent, your style, and your expectations. Think about how you want to introduce yourself to your team. What I want the team to know about me…

- My past experience
- What’s important to me (both professionally and if appropriate personally)
- My understanding of my new role
- My work style
- My communication style/preferences
- How I hope to engage with the team
- What I am most excited about in this new role?
- What I feel like my biggest challenge might be – how can they help me overcome that challenge?

Insert your own questions below:
Reflection questions for after a learning session

- What did I enjoy most about the learning experience?
- What did I like least?
- What new/important information did I take away?
- What information did I find useful?
- Do I believe additional learning on this topic would be useful? What else about this topic do I want to learn?
- How might I apply what I have learned?
- Is there anything I learned that I should share with my team, peers, manager or others?

Insert your own questions below:
Reflection questions for after an onboarding conversation

- Have I listened fully to understand my new organization, the people, our priorities etc.? or am I jumping to quick solutions from the start?
- What have I learned about my manager, my team, the organization and myself during my onboarding conversations? What more do I need to learn?
- What connections have I made? What are the key relationships I need to build or continue to cultivate?
- Do I understand the expectations of me?
- Am I prepared to take action in my new role or are there additional skills I need to build immediately?
- Do I understand the culture of the organization? What positive attributes or behaviors do I bring to our culture?
- How will I utilize my strengths in my new role?

Insert your own questions below: