Manager Assessment Part 1

How well do you understand your team?

Think about your team members. How well do you know what matters to them, what they’re good at, and what they enjoy doing? How much do you know about their career goals?

**Rate each box as high, medium, or low.**

**High** = you’re confident that you understand them well in this area.

**Medium** = you have some knowledge here, but you would need to follow up.

**Low** = you don’t know much about them in this area.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Professional Values | Strengths | Interests  | Goals |
|  | H M L | H M L | H M L | H M L |
|  | H M L | H M L | H M L | H M L |
|  | H M L | H M L | H M L | H M L |

If you have gaps in your knowledge, turn to the Manager Assessment Part 2: Understanding your team members’ identities.

Manager Assessment Part 2

Understanding your team members’ identities

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you have gaps in your knowledge about your team members, you can learn more by observing and asking.

**Observe behaviors…** An employee's behavior communicates a great deal about their identity, their goals, and how they are experience the work they are doing.

* How do they respond to assignments?
* What do behaviors tell you about values?
* What projects do they volunteer for?
* What comments do they make, or questions do they ask?

**Ask questions…** Asking the right questions allows you to provide the individualized career support your team members need.

*What questions will you ask?*

*What have you learned about the person’s values, strengths, interests and goals from observation and conversation?*