

Individual Management Interview



Confidential

Everyone has a unique set of talents, interests, goals, motivations and work styles.

The insights shared during the IMI will help your manager better understand you as an individual. This will allow them to develop a plan to strengthen your relationship, accomplish challenging goals and further your development.

Information for Manager – please provide this questionnaire to your team member 3-5 days before meeting to discuss their responses

Information for team member – Please read through this questionnaire before meeting with your manager to share your responses. Feel free to jot down any initial thoughts which you can expand on during your meeting.

NB: questions marked with an (@) are to be answered if you have been working at the company **for over 2 months**.

IMI for	{name}
Manager	{name}
Date	

Individual Management Interview



Section 1: Talents and interests

1. What originally attracted you to working here?

2. What sort of work have you enjoyed most in previous roles? What gets you in flow?

2a. (@) And what do you enjoy most about the work here?

2b. (@) What do you wish you could do more of?

2c. (@) What's been your worst day/experience?

2d. (@) What things are you currently required to do that you think are not productive?

Individual Management Interview



Section 2: Expectations and Goals

3. On a scale of 1 to 6, with 6 being high, how important to you, is each of the following? Please read through the entire list before you begin to record your answers.

Feeling a sense of purpose in your work	
Being able to work independently	
Working as part of a team	
Knowing your manager has your back	
The opportunity to learn new skills/gain new knowledge	
Being shown your strengths and how to amplify them	
Understanding your weaknesses and how to address them	
Feeling appreciated	
Having fun at work	
Feeling a sense of achievement	
Regular communication about the business	

4. What else motivates you to achieve goals?

5. How can I help you to be at the top of your game... to be highly productive, day in and day out?

6. Imagine for a moment that *you* were managing *you*: What would be your top two priorities for managing *you*? And what would you avoid?

7. Describe for me a time you've enjoyed learning a new skill

8. What is the single most important thing you would like to achieve in the coming year?

Individual Management Interview



Section 3: Our Relationship

9. Please complete this sentence for me:

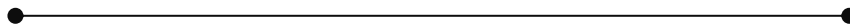
It used to bother me when a previous manager...

10. And now this sentence:

I liked it when a previous manager...

11. Where do you sit on this scale?

Relationship/
people focus



Task/results
focus

12. (@) What do I do now, as your manager, that I should be sure to keep on doing?

13. (@) On the other hand, what do I do as your manager that you'd like me to stop doing?

14. (@) And in the same view, is there anything that I'm not doing that you would like me to start doing?

15. If we need to talk about things that are not getting done, how would you suggest we handle it?

16. What else do you think would be helpful for me to know in managing you effectively?