# List of Questions and Action Planner

## Instructions for Managers and Employees

* Managers and employees should both select about 3-5 questions they would like to discuss with each other.
* For managers, you might have questions you want to ask of each employee. Managers should tailor the questions to each employee, keeping in mind the variety of categories.
* At the end of the discussion, managers and employees work together to identify and agree to an action plan with responsibilities and timelines.
* Be sure to discuss how the expatiations in the action plan will be revisited in subsequent 1:1 conversations.
* For questions about the process at your UC location, contact your UC [location HR representative](https://ucnet.universityofcalifornia.edu/contacts/campus-contacts.html).

**Check out the** [**UC Experience Conversations**](https://ucnet.universityofcalifornia.edu/working-at-uc/your-career/uc-experience-conversations/index.html) **web page for resources, tips, and strategies.**

Below, you will find the UC Experience Conversation categories, corresponding questions, space for note taking, and an action planner. ***Managers and employees each choose ~3 questions to discuss together****.*

## CAREER DEVELOPMENT

**Q1:** How can I support your career growth?

**Notes:**

**Q2:** Do you have…OR tell me about…a role model, mentor, or coach who helps you navigate the workplace or your career path. What could I/we (the organization) do to help you get more connected to work toward your career goals?

**Notes:**

## INCLUSION & BELONGING

**Q3:** What makes you feel like you belong at work?

**Notes:**

**Q4:** What could I (your manager), the team, and/or the organization do to enhance your belonging at work?

**Notes:**

**Q5:** In what ways do you feel you have made connections with colleagues?

**Notes:**

**Q6:** What makes you feel like you have a fair chance to succeed in your role?

**Notes:**

## JOB

**Q7:** What is most satisfying about your job?

**Notes:**

**Q8:** What about your day-to-day could use more clarity?

**Notes:**

**Q9:** What additional knowledge, skills, resources, or other information do you need to do your job successfully?

**Notes:**

**Q10:** How can I help you solve any difficulties or concerns you currently have with your role?

**Notes:**

**Q11:** What might impact your decision to stay or leave your current job?

**Notes:**

## MANAGER SUPPORT

**Q12:** What could I start, stop, or continue to better support you as your manager?

**Notes:**

## MOTIVATION

**Q13:** What motivates you to do your best work?

**Notes:**

## ORGANIZATION

**Q14:** How do you feel your role contributes to the UC mission?

**Notes:**

## PSYCHOLOGICAL SAFETY

**Q15:** What would help you feel more comfortable bringing up questions, ideas, or mistakes?

**Notes:**

## RECOGNITION

**Q16:** How do you like to be recognized?

**Notes:**

**Q17:** What can I (your manager) do to recognize and appreciate your work further?

**Notes:**

## WELLBEING

**Q18:** What helps you feel cared about at work?

**Notes:**

**Q19:** What would enhance your overall wellbeing at work?

**Notes:**

**Q20:** What do you find most fun about work?

**Notes:**

**Q21:** What could we do to bring more fun into our workplace?

**Notes:**

## WORK/LIFE BALANCE

**Q22:** What could change in your day-to-day work to help you fulfill your full professional potential and meet your personal/family needs?

**Notes:**

**WRITE IN A TOPIC/QUESTION**

**Q:** [WRITE IN QUESTION]

**Notes:**

**Q:** [WRITE IN QUESTION]

**Notes:**

**Q:** [WRITE IN QUESTION]

**Notes:**

## CONVERSATION CLOSE OUT

What questions do you have for me?

**Notes:**

What else would you like to share?

**Notes:**

## ACTION PLANNING

**Prompt:** What are 2-3+ actions we can agree to enhance your overall employee experience?

**Action 1:**

**Action 2:**

**Action 3:**

**Prompt**: How will we stay accountable and follow up to check-in on progress and changes?

**Action 1:**

**Action 2:**

**Action 3:**

**Prompt:** What was the date and time of this UC Experience Conversation?

**Notes:**

**Prompt:** When will we have our next UC Experience Conversation?

**Notes:**