

Business Partner(s) Discussion Guide

- What are the team(s) priorities?
- What are the biggest challenges the organization (the agency) is facing in the near future?
- What are the most promising or lesser-known opportunities?
- How has the organization performed in the past? How do people in the organization think it has performed?
- In what areas (people, relationships, processes) can I achieve some early wins?
- How can I best support the team in the first 90 days?

Direct Supervisor Discussion Guide

- What are the performance expectations and deliverables for you and your team? How is performance is measured/success evaluated?
- What are the key issues that I need to focus on?
- How do the priorities relate to our overall business strategy?
- What types of decisions require approval, consulting or advising, and/or are subject to veto?
- What are the current urgent issues? (*Relationships amongst team, operations, performance etc.*)
- What is the frequency and type of preferred communication? (*Weekly/biweekly meetings, e-mail etc.*)

Team Member(s) Discussion Guide

- What are your specific team's vision and priorities?
- What are projects upcoming in the next 30, 60, 90 days?
- What are some of the challenges the team is facing in the near future?
- Who are the key contacts for you and what is their role?
- How can I best support you?

Leaders Discussion Guide

- What is your background/experience?
- What are your division's priorities?
- What is your expectation on how we will work together?
- Whom do you directly supervise? What are their roles?
- What are your top projects?
- What is your evaluation/assessment of the quality, consistency, and the timeliness of the work product?
- What is the best way to work with this team/individuals on your team?