Suggested Themes for One-on-One and/or Team Meetings

All questions are aligned with the Career Checkpoint program's Marketable Skills Domains

CRITICAL THINKING

1. How do you use critical thinking in your position?

2. What's your process for resolving an issue?

ORAL/WRITTEN COMMUNICATION

1. What area of communication (oral or written) do you feel you need more development in? Why?

2. What role do oral and written communication play in our department?

TEAMWORK/COLLABORATION

1. What would our department look like without teamwork/collaboration?

2. How do you contribute to a positive team atmosphere?

DIGITAL TECHNOLOGY

1. Do you feel confident in your understanding of the technology we use in our department?

2. What processes, in our department, do you think could be bettered by technology?

GLOBAL/ INTERCULTURAL FLUENCY

1. Do you feel your department effectively incorporates global/intercultural fluency?

2. How do you think we could improve global/interculteral fluency in our department?

LEADERSHIP

1. Do you have a personal leadership practice that you incorporate into your daily work?

2. What leadership style do you work best under? How will you incorporate that into your career?

PROFESSIONALISM/WORK ETHIC

1. What areas of your professionalism/work ethic do you think need the most improvement (time management, punctuality, work habits?) Why?

2. Which of your top 5 strengths plays the biggest role in your professionalism/work ethic? Why?

CAREER MANAGEMENT

1. What skills are you gaining in this position that will play a role in your career?

2. Does this position highlight any skills or strengths you did not realize you had?

SELF ASSESSMENT

1. What tools/skills/systems do you employ to be successful while balancing work and classes?

2. What is one challenging trend that you have noticed in our work?

3. What has been the greatest thing you've learned?

4. How will you share the story of your Career Checkpoint experience to a future employer?