**My Job Discussion Guide**

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| **Name** |  |
| **Job Title** |  |
| **Department** |  |
| **Manager** |  |
| **Date** |  |

**Part 1 – What I Want My Supervisor to Know**

*Complete all or part of this section and share by email or verbally with your supervisor to help them understand how to help you improve your job satisfaction.*

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| **What do you really like about your job?** |
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| **What do you feel like you’re really good at in your job?** |
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| **What don’t you like about your job?** |
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| **What training or information would be helpful to you?** |
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| **How can your supervisor help you achieve a good/right level of challenge?** |
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| **What is something you learned on the job in the last year that has been valuable to you? What else would you like to learn?** |
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| **What could you and your supervisor do together to make your job more satisfying?** |
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**Part 2 – Action Plan**

*Complete this part with your supervisor to capture 1-3 actions you both commit to taking to improve your job satisfaction.* *Check in periodically to keep progressing the plan.*

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| **What is the action?** |  |
| **Who will do what?** |  |
| **When will it start?** |  |
| **When will it be complete?** |  |
| **How will we know it’s made a positive difference?** |  |

|  |  |
| --- | --- |
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