

From: [Vice President, Organizational Effectiveness and Human Resources](#)
To: [Leaders](#)
Subject: The My Job Discussion Guide
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Attachments: [My Job Discussion Guide.docx](#)

To Fleming Leaders:

As the new calendar year and the final quarter of our college year get into full swing, I'd like to remind you to take some time for the care and feeding of your team members. The My Job Discussion Guide (attached) gives you a tool to have a meaningful one-on-one conversation with each member of your team over the next weeks or months to understand what motivates them, what engages them, how they would like to use their talents more fully. Remember to send the Guide out in advance and ask people to complete as much (or little) of it as they feel comfortable with sharing so they have time to think things through.

You'll recall from last month that Support Staff and Administrators have relatively low job satisfaction scores as measured by the My Job Pulse Survey results, so these are the areas where we need to focus right now. This also means you need to work through this process with your leader as well!

We'll be re-running the My Job Pulse Survey next month so there is some urgency in having these conversations – and remember, this isn't a one-time fix, it's the start of an ongoing discussion (which some of you are already having). It's an opportunity to find creative ways to feed the engagement of the people on your team (and your own). The connection and understanding you will build through real conversation and not a checklist transaction is the true key to unlocking performance and commitment.

Cheers,
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