



Reflective Question Prompts

POSITION SPECIFIC

- Strengths - What are your strengths?
- Development – Is there anything about your role that could be improved in the future? Are there any areas that you could you improve? What support can your leader/supervisor or the organisation provide to support you with this?
- On reflection, are there times when you or the team could have responded or acted more positively?
- Achievements - Are there any work achievements over the last 12 months you would like to highlight?
- Areas for development - Are there any areas of your work you would like to develop?
- Interaction with your leader/supervisor – Are you satisfied with the amount of interaction you have with your supervisor/manager (catchup meetings, team meetings, informal chats etc)?
- Job satisfaction – is there anything your supervisor/leader can do to assist with improving job satisfaction?
- Role satisfaction – what parts of your job make you feel most proud, satisfied, and accomplished?
- Skills and/or qualifications – Do you have any other skills and/or qualifications which are not used in your current position that you would like noted? Discuss potential pathways or opportunities to utilise these skills at Council.
- Career planning - Thinking about your current role, are there any supports Council can provide to assist you with career planning (consider secondments, higher duties and/or other development opportunities – within your team, within Council, outside of Council).
- Reflect on any secondments, higher duties and/or other development opportunities undertaken in the previous year.
- Succession Planning - Thinking about your current role, is there any work being done to support succession planning within your team? What's working well? What are some suggestions to improve in this space?
- Reflect on any work undertaken in the previous year in relation to succession planning.

