

Building Rapport with Your Manager

Use this guide to help you build rapport with your manager. The following questions are designed to help you gain understanding and clarify goals and expectations. Pick and choose the questions that you are most comfortable with, find most relevant, and feel will constructively move the conversation forward.

1. Suggest joint success.

- What is your vision for this department/unit/team?
- What are our top department/unit/team priorities?
- How can our group succeed, grow, and improve?

2. Address performance goals and expectations.

- What are my goals this year?
- What are your expectations of me this year?
- Could you break out my tasks by priority “a,” “b,” and “c”?
- Where should I focus my attention?
- What challenges do you anticipate I will come up against?
- What successes are expected of me this year?
- What should I have asked you that I may have missed?