



18 *Killer* QUESTIONS GUIDE FOR CAREER SUCCESS

PLUS



HOW TO MINIMISE THE STRESS
& GET WHAT YOU WANT



18 KILLER QUESTIONS FOR CAREER SUCCESS

Want to take control of your career? These are questions you need to be discussing with your manager. Use these questions as a guide to build your confidence in having the best possible, targeted, quality discussions. They are especially important with a new manager so you can figure out how they work and how you will best work together.

PERFORMANCE

What can I do more / less of?

What's working?
What needs to be improved?

How are the communications working for you?
Do you need more / less / different channels (email / verbal)

What are the 3 things you see as most important from this team / me?

This is a great one if they struggle to give feedback! Everyone finds it easier to talk about themselves rather than have perceived conflict

These are really important if you have a new manager
1. You never know how they like to communicate and if what you are doing is working for them!
2. Are you aligned on priorities? Make them happy by checking :)

Please just let me know if there is anything I can shift to improve

What specifically worked / didn't work?

If you were in my position what would you change?

What can I do to support you more?

If they say you need to improve, get specifics, then you can take real action to change it (and measure when you have improved. Ask for an example if needs be

I'd appreciate having 10 mins in each month on what went well / could go better



CAREER DEVELOPMENT & PROMOTION

If you struggle with talking about Promotion, this is a wonderful way to approach it. Nice and neutral, acknowledging you may have some gaps. Try and get a timeline from them - 1 year, 2 years? Get alignment on that and don't let them skulk out of it!

I'd love to hear your thoughts on how things are going? How can I develop?

I'm keen to discuss my career direction and promotion.

Where do you see me now and what are any gaps I need to fill to reach the next level?

Where do you see me in 1/2/5 years?

What does success look like in my role?

What was your pathway to promotion? How did you get to where you are now and what would you do differently?

What advice do you have for me?

Everyone loves talking about themselves! With these too, you're connecting with them and respecting their journey to where they are. Write some notes as there will be gems in here!

PAY RISES



Please can we look at my roles & responsibilities and performance, with a view to potentially reviewing my salary?

Have a view of your \$\$ number
Wish > Dream Number
Want > You'll be happy with
Walk > I'm out the door!



With my achievements over the past 12 months and given the value I've brought to the organisation recently, I'd appreciate it if you would consider a review of my current salary.

Make sure you can articulate all the great things you have done - keep track of them and the impact they have made - use metrics wherever you can

I've also reviewed current compensation levels for roles similar to mine in comparable companies and believe I have a clear view of the industry standard salary.

Do your homework - it's very important you understand your value in the market. Ask recruitment agents, look at The Glass Door or other benchmarking sites.

[PepTalkHer](https://www.peptalkher.com) is a great organisation who help you negotiate pay rises - look them up if you want more help from the experts!



Feedback is much better both given and received when you have asked for it. You don't need to be needy, just logical and practical.

Why?

There is **less of a stress response** on both sides: we have asked for it so it's not a surprise. **Regularity also breeds familiarity** - you will both feel safe it can happen without a negative outcome (we tend to fear the worst)

How?

State early "I'm really open to feedback as it helps me learn". You'll create safety around the subject, which means it will be more likely to come up, allowing you to course-correct as needed.



These discussions are tough for most people. Don't be afraid to **practise** with a friend or trusted colleague - it will get much easier the more you do it!



It helps talking about the 'role' rather than MY role. For example, "a role of this type in the market demands XYZ pay". By separating the role from your **identity**, you aren't judging yourself and defining yourself by the job - that makes it much less emotional!

REMEMBER: You can do this!

