



MEET THE BOSS INTERVIEW GUIDE

SETTING THE SCENE

Goal of the Meeting: Establish communications, understand the boss's priorities, establish a positive working relationship.

Before it starts: Be early; dress well; be courteous to all, make friends with the gate-keepers

When it starts: Shake hands, make direct eye contact, act confident, be ready to say a few words about yourself; have your notebook ready

Approach: Be grateful for the opportunity; show desire to help the company and boss be successful; under-promise / over-deliver

VISION AND GOALS

- What are your immediate/near term objectives? Any key deadlines approaching?
- What specific areas should I focus on? What are your priorities?
- What does success look like to you? How do you measure it?

UNDERSTANDING EXPECTATIONS

- How do you like to be kept informed about key issues?
- Are there any plans or policies that I should read?
- What kinds of decisions do you want to be consulted on?
- Which ones require your approval?
- Do you have any pet peeves I should know about?

COMMUNICATING

- What is the best way to contact you?
- How do you prefer to communicate? (face to face, email, phone...)
- How often do you expect to hear from me?
- What reports will you need from me, and when?
- Are there any routine meetings you need me in?
- How should I expect to get feedback from you?

DEVELOPMENT

- Who else should I talk to?
- What courses or training should I take to do this job better?
- How does professional development work?
- How do I know if I'm doing well?

THE CLOSING

- Thanks again; looking forward to getting started; can we meet in 30 days to talk about what I've learned and the way ahead?