



## Expectations Conversation – With Your Boss

Many managers do not know what's expected of them beyond a list of projects and tasks to be completed on time and within budget. Expectations go much deeper than that, however, and it is important and valuable to know how your manager defines excellent performance. You will have a much better chance of meeting and exceeding expectations if you understand what excellence looks like in the eyes of your managers and peers. Here are some questions you can ask that will help you determine expectations.

<i>Topic Area</i>	<i>Questions</i>
Basic Job Function	<ol style="list-style-type: none"> <li>1. How do you define <i>quality of work</i>?</li> <li>2. What are your expectations regarding deadlines and communication of work status?</li> <li>3. What does "being prepared" mean?</li> </ol>
Decision Making	<ol style="list-style-type: none"> <li>1. What is your expectation of me with regard to making and communicating decisions?</li> <li>2. What types of decisions would you like to join me in making?</li> </ol>
Work Environment	<ol style="list-style-type: none"> <li>1. Describe the work environment you expect me to build and reinforce.</li> <li>2. In what ways would you like to see the county's culture change, and what role do you believe I should play in creating that transformation?</li> <li>3. Is there anything about the division's current culture that you think should change or improve?</li> </ol>
Creativity and Innovation	<ol style="list-style-type: none"> <li>1. Describe what it means to be creative.</li> <li>2. How important are creativity and innovation, and what are your expectations of me with regard to them?</li> <li>3. In what ways would you like me and my departments to generate new ideas and improve results?</li> </ol>
Team Development and Productivity	<ol style="list-style-type: none"> <li>1. Describe for me your vision of how a well-functioning team looks and feels.</li> <li>2. What expectations do you have of me with regard to team development and productivity?</li> <li>3. How would you like me to manage and correct poor performance?</li> <li>4. How much time do you think I should spend coaching others?</li> </ol>
Communication	<ol style="list-style-type: none"> <li>1. What does effective communication look like in your eyes?</li> <li>2. What are your expectations of me with regard to communication?</li> <li>3. What are your expectations of me with regard to attending and conducting meetings?</li> </ol>
Growth and Development	<ol style="list-style-type: none"> <li>1. Everyone needs to continue to grow. In what two ways would you most like to see me grow and develop over the next year?</li> </ol>
Results Orientation	<ol style="list-style-type: none"> <li>1. What does it mean to be results oriented?</li> <li>2. What are your expectations of me with regard to getting results and being results oriented?</li> </ol>
Partnership	<ol style="list-style-type: none"> <li>1. How important is partnership and collaboration?</li> </ol>

