

## COVER THE BASICS

- Names (and what you both like to be called)
- Your location
- Describe yourself

## YOUR ROLE

- What is your current role?
- What does your role entail?
- Do you work with a team, and if so, what do you contribute to your team?
- What is a typical day like?

## GOALS & EXPECTATIONS

- What do you hope to get out of this?
- Do you have career or development goals you are working towards?
- Who is responsible for scheduling meetings?
- What will you do if someone must cancel?
- When will we meet next?

## BUILD RAPORT

- Where are you physically working these days and how is that going?
- What is the best part of your day?
- What do you enjoy most about your current role?