

## Interviewing a boss

Introduction: I want to be the best employee you have and to always meet and exceed your expectations. To do that, I would like to know what your expectations are in a variety of areas. Is it OK if I ask you a few questions? (The questions you ask should vary based on whether you are an hourly or salaried employee and what your specific role is.)

- What is your preference in terms of communicating information to you? Should different topics be covered in different ways?
  - Face to face
  - Email
  - Written memo
  - Telephone
  - Voicemail
  - Other?
- When do you want me to talk to you about issues I am having that I need some advice/help with?
  - Anytime I need to
  - During our set 1:1 meetings
  - Set up separate meetings for issues?
  - Other?
- How do you manage your calendar – do I schedule things with you, with an assistant, someone else? If it is you, do you prefer that I call you first, send a meeting request, something else?
- What are your expectations about when and where I do my work? Is it important to you that I be in the office or may I work from other places if that is more efficient? Do you feel strongly about keeping to a set schedule or is there flexibility in the hours I am in the office/doing work?
- Are there times of the day/week/month when it is hard for you to spend time with me or that you prefer to keep clear? (Some people keep Friday afternoons open, some people don't like meetings before/after a certain time)
- If I cannot make a deadline, would you prefer that I alert you and suggest a new deadline or just get the work done as soon as possible after the deadline?
- How do you want me to track the projects/work I am doing? Do you want a written report for our 1:1 meetings or something else? Do you have a preferred format?
- When would you like me to cc you on emails that do not require action by you?
- Are you Ok with chain emails or would you prefer extended discussions handled a different way?
- Are there any people/organizations with whom I might speak/work that you want to know about (e.g. responding to a question from your boss's boss, from an elected official, from someone in a different division, from a particular organization?)
- Do you have preferences about the use of cellphones/texting/emails during meetings?
- Do you have any pet peeves it would be useful if I knew about in advance?
- Are there any areas where I could be of particular help to you?

- When you make a decision with me, do you want me to follow up with a confirming email, or assume I have it covered?
- Are there any things/decisions that I absolutely need to run by you first?
- When you are stressed or pressed for time, how will I know? Are there things I can help you with or should I behave differently then?
- When I make a mistake, do you want to know about it immediately and be involved in solving it, or would you prefer that I come to you after I have fixed it if I can?
- When I present written materials to you, do you have a particular format that you would like?