

# GROW report preparation questions

## Start Interview

### Looking Ahead

In this document you will find some reflection questions you can use to prepare your GROW report. Not every question has to be applicable to your position.

### Result and development

Discuss your goals and agreements for the coming year.

Discuss with your manager which goals you want to work on within your team/department/institute.

What does this mean for your role in the team (/ group in which you work most)?

What do you want to develop in the coming year? For example, certain knowledge, competencies and/or skills.

Which talents and leadership competencies are important for your role and which would you like to use more often or develop further?

develop? In doing so, also look at collaboration with others

### Wellbeing

How is your work-life balance? Would you like to change this?

How do you experience the work pressure over the past 3 months? (1= too low, 10= much too high)

What are the characteristics of a day when you come home completely exhausted?

What are the characteristics of a work day that energizes you?

What do you need to do your work even better?

Do you feel that you can express yourself freely within your team and the organization? When do you? When not?



Universiteit  
Leiden



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## Yearly Interview

### Looking Back

#### Result

Reflect on the main results you have achieved in the past year, the agreements made and your performance.

In this document you will find some reflection questions you can use to prepare your GROW report. Not every question has to be applicable to your position.

#### Reflection on personal development

What have you learned in the past year? For example, certain knowledge, competencies and/or skills.

What are you proud of?

What did you take away from feedback (if any) you collected?

What are your talents? Looking at the leadership competencies, where is your strength?

#### Reflection on collaboration & your team contribution

Describe what role you played within your team. Discuss with your supervisor who you see as your team to answer this question.

How is collaboration with your colleagues (including team, supervisor, project or external partners)?

How does your supervisor provide guidance?

What would you like to continue or change?

Looking at your talents and leadership competencies, how do you use them in cooperation with others?

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