

Skip Level Template for Supervisors

The template below is used for Skip Level Meetings.

Meeting Tips.

- Keep notes focused on action items.
- Maintain a neutral, supportive tone.
- Listen actively and allow the conversation to flow naturally.
- Throughout the year, keep track of all team members' significant accomplishments in a separate document / spreadsheet.

Say Thank you.

The Skip Level Supervisor will use this opportunity to say thank you to the team member for their specific contributions to WP. There is some preparation required for this. Here are some ideas for how to prepare:

- Ask the Team Members' Supervisor for a brief list of accomplishments for the team member.
- Throughout the year, keep track of all team members' significant accomplishments in a separate document / spreadsheet.
- Throughout the year keep track of "thank-you" messages received or retrospectives for team members in a separate document / spreadsheet

Your Team

- What is one thing your team should stop doing? Why did you choose that?
- How is your team's workload? Do you feel it is too little, too much, or the right amount?
- What do you think your team does well?
- Can you describe the last major project you worked on? What is one thing that could be improved?

Giving Praise to your team

- Has anyone gone well above and beyond lately? What did they do?
- Who on your team makes those around them better? How do they do it?
- Is there a recent example you would like to share with me where you feel like your supervisor did a great job?

Your Supervisor

- Do you feel you are getting enough feedback from your supervisor?
Why/Why not?
- What areas of your career would you like your supervisor to pay more attention to?
- What areas of your team's processes and procedures would you like your supervisor to pay more attention to?

Your Career

- What are your long-term career goals, and how can we support you in achieving them?
- Are there any specific skills or experiences you would like to gain to grow in your role or prepare for future opportunities?
- What do you find most fulfilling about your current role?
- Are there areas where you feel you could contribute more to the organization?

For the Skip Level Leader/Supervisor

- Do you have any questions for me?
- Do you find these meetings useful? If yes, why? If not, what can I do to improve?

What happens after the meeting?

Skip level meeting supervisors should summarize key takeaways from the meetings, share anonymized themes with leadership, and use feedback to develop action plans.