



Toll Free 866.471.4285  
PikesPeakLearning.com  
truelife@pcisys.net

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## Peak Mastery Supervisor Interview: Learn How to Excel

This interview will help you learn what your supervisor expects from you. You discover what on-the-job excellence means. You'll be set for pay increases and possible promotion.

Approach your supervisor and explain that you want to learn more about your job. Simply telling your boss you want to learn about how to do better will work in your favor. Ask when you can spend 20 or 30 minutes to discuss the following questions.

During the interview, remember to:

- Maintain eye contact, listen, and pay attention
- Take notes and write your discoveries below
- Ask more questions if you don't understand something
- Don't argue or challenge their authority
- Shake hands and thank your supervisor for their time

The Interview

Interview Date \_\_\_\_\_

1. Tell me about my job performance so far. \_\_\_\_\_

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2. How can I be a better worker for you? \_\_\_\_\_

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3. What is the most important task you want me to do, and why? \_\_\_\_\_

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4. What are your biggest challenges right now, and how can I help? \_\_\_\_\_

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5. What do your supervisors expect and how can I help? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What is the most important thing we do for our customers? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. How can I get a pay increase in my current job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What are the opportunities for advancement? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. How can I qualify for those? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. What initiative could I show that would impress you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. What else should I know that I haven't asked? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank your supervisor. Go back to the Peak Mastery online course and enter your thoughts.**