

Onboarding Job Description Questions Created by Gemini

Gemini Prompt: Could you please create categories from this job description? [paste job description]

Response: Job Categories for the Director of the Office of Appreciative Education (OAE)

Core Responsibilities and Leadership:

- **Organizational Leadership:** Overseeing the day-to-day operations and budget of the OAE, ensuring a positive and productive work environment.
- **Curriculum Development:** Curating and developing professional development offerings, including online courses, institutes, and conferences.
- **Community Building:** Creating and maintaining a vibrant online presence to attract and engage learners.
- **Innovation and Strategy:** Championing innovative solutions, fostering a collaborative spirit, and co-creating a visionary roadmap for the OAE.

Gemini Prompt: Great! Could you please create questions I can ask myself to explore my strengths in each of the categories?

Response: Self-Reflection Questions for the Director of the Office of Appreciative Education (OAE)

Core Responsibilities and Leadership:

- **Organizational Leadership:**
 - How effectively can I manage multiple tasks and prioritize responsibilities?
 - Do I have a strong ability to create and maintain a positive and inclusive work environment?
 - Am I skilled at financial management and budgeting?
- **Curriculum Development:**
 - Do I have a passion for creating engaging and impactful educational experiences?
 - Am I knowledgeable about adult learning principles and instructional design?
 - Can I effectively collaborate with faculty and other stakeholders to develop new curriculum?
- **Community Building:**
 - Do I enjoy building and maintaining relationships with others?
 - Am I skilled at using technology to create and manage online communities?
 - Can I effectively communicate the value and benefits of Appreciative Education to a diverse audience?
- **Innovation and Strategy:**
 - Am I comfortable with taking risks and trying new approaches?
 - Do I have a strong ability to think critically and creatively?
 - Can I effectively develop and implement strategic plans?
 - Can I effectively communicate research findings to a variety of audiences?

Gemini Prompt: Thank you! Could you share Appreciative Inquiry questions to help me explore the strengths of my new team in these categories?

Response:

Organizational Leadership:

- What are some of the most inspiring moments you've experienced in our team's leadership?
- What qualities or behaviors of our leaders have contributed to a positive and productive work environment?
- What are some examples of effective decision-making processes we've used?

Curriculum Development:

- What are you most proud of in terms of the professional development offerings we've created?
- How have our online courses, institutes, and conferences positively impacted learners?
- What innovative approaches or technologies have we successfully implemented in our curriculum?

Community Building:

- What are some examples of how we've successfully attracted and engaged learners online?
- How have our online community-building efforts contributed to a sense of belonging and connection?
- What strategies have been most effective for fostering collaboration and knowledge sharing among our learners?

Innovation and Strategy:

- What are some examples of innovative solutions or ideas that have come from our team?
- How have we successfully fostered a collaborative spirit and encouraged teamwork?
- What are your visions for the future of our organization, and how can we work together to achieve them?