

# *Procurement Professional of the Month*

## **Company Related**

- What was the most unusual or interesting job you've ever had?
- How do you balance your career and family?
- What has helped you in your career development?
- If you could pick one theme for Public Procurement to turn into a book, what would it be?
- If you could switch your job with anyone else within your agency, whose job would you want? Why?
- What advice do you have for follow Procurement Professionals?
- What are 3 words to describe Public Procurement?
- What do you find the most challenging in Public Procurement?
- What do you like most about Public Procurement?
- What drew you to Public Procurement originally? And how has Public Procurement changed since?
- What has been your favorite procurement?
- What have you gained from working in Public Procurement?
- What is on your wish list for the next 10 years in Public Procurement?
- What is the favorite part about working in Public Procurement?
- What is your proudest moment in Public Procurement?
- What is your role at your agency?

## **Miscellaneous**

- Any favorite line from a movie?
- Any random facts you could share with us?
- Are you messy or organized?
- Best vacation you've been to?
- Choose your Mr. Men/Little Miss, to describe your work personality?
- Your home life personality?
- Describe what you were like at age 10.
- Do you have a favorite newspaper, blog?
- Do you have a favorite quote?
- Do you have an office nickname? What is it?
- Do you recall any embarrassing moment at work?
- Favorite travel spot?
- How do you define success?
- If given a chance, who would you like to be for a day?
- If Hollywood made a movie about your life, who would you like to see cast as you?
- If you could be anyone from any time period who would it be and why?
- If you could change one thing about working here, what would it be?
- If you could do another job for just one day, what would it be?
- If you could interview one person (dead or alive) who would it be?

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- If you could meet anyone in the world dead or alive who would it be and why?
- If you could only drink one beer for the rest of your life, what would it be?
- If you could witness any historical event, what would you want to see?
- If you had to eat one meal, every day for the rest of your life, what would it be?
- If you were an animal what would you be?
- If you were on death row, what would your last meal be?
- If you were stuck on an island what three things would you bring?
- If you were to write a book about yourself, what would you name it?
- If you were to write a self-help book, what would the topic be?
- If your house was burning down, What is the one non-living thing you would save?
- Least favorite Food?
- Motto or personal mantra?
- People would be surprised if they knew:
  - Tell us a little about yourself.
  - Tell us a little bit about your family.
  - Tell us something about yourself that would surprise us.
  - Tell us something about your family that might surprise us.
  - Tell us three things most people don't know about you...
- Three words to best describe you:
  - Top three life highlights?
- What advice would you give to recent new hires?
- What are three career lessons you've learned thus far?
- What are your hopes for our industry?
- What are your three most overused words/phrases?
- What aspect of your role do you enjoy the most?
- What book did you read last?
- What books are at your bedside?
- What celebrity do people think you look like?
- What children's character can you relate with most? And why?
- What did you want to be when growing up?
- What do you always want to try and never did?
- What do you like most about your job?
- What do you like to do in your spare time?
- What do you like to do on your days off?
- What does a typical day look like for you?
- What does true leadership mean to you?
- What else do you do for fun?
- What has been the most important innovation you have witnessed in your lifetime?
- What is an ability you wish you had?

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- What is on your bucket list?
- What is the best book you have ever read?
- What is the first concert you attended?
- What is the first thing you would buy if you won the lottery?
- What is the greatest challenge you have had to overcome in your life thus far?
- What is the last joke you recall?
- What is the most important thing you have learned in the last five years?
- What is the one thing you cannot resist?
- What is the one thing, you can't live without?
- What is the weirdest job you've ever had?
- What is the weirdest thing you've ever eaten?
- What is the worst thing you did as a kid?
- What is your biggest pet peeve?
- What is your family like?
- What is your favorite childhood memory?
- What is your favorite meal?
- What is your favorite movie and book?
- What is your favorite number and why?
- What is your favorite sport?
- What is your favorite thing to do in the wonderful city of [city name]?
- What is your favorite thing to do?
- What is your greatest fear?
- What is your hidden talent?
- What is your personal philosophy?
- What kinds of hobbies and interests do you have outside of work?
- What music is on your iPhone/Android phone?
- What one food do you wish had zero calories?
- What phobias do you have?
- What places have you lived in?
- What tv show/movie are you ashamed to admit you love?
- What was your favorite book, toy, or outfit as a child?
- What would be the title of your autobiography?
- What would people never guess you do in your role?
- What would you do (for a career) if you weren't doing this?
- What would you like to be famous for?
- What would you most like to tell yourself at age 13?
- When was the last time you laughed so hard you cried?
- Where do you see yourself in 5 years?
- Where is the best place you've traveled to and why?

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- Where is your favorite place to eat?
- Where is your hometown?
- Where would you like to go on a dream vacation?
- Where would you like to travel to?
- Which cartoon character would you most like to switch lives with?
- Which one would you want most – flying cars, robot housekeepers, or moon cities?
- Would you rather be a tiny elephant or a giant hamster?
- You'd like to be famous for?
- You're happiest when?

Topic: Define the topic of the roundtable discussion.

Purpose: Establishing the purpose of the conversation will help attendees work toward a common goal.

Specific questions or major points: This will help to avoid misunderstandings or vague answers.

Timeline: State the start, finish, and any breaks. This will assist in time management and avoid disruption of the conversation flow.

Key information: This will ensure attendees don't need to ask housekeeping questions such as the location of the bathrooms or water jugs.

Ground rules: Establish a code of conduct to limit undesirable behaviour (such as rudeness, or a single person dominating the conversation).