

Questions for Performance Discussions



During a performance discussion, one of the manager's goals is to get the employee involved in the conversation. It should be a two-way conversation, not a monologue.

Topic that could be included in a performance discussion are:

- Progress toward objectives
- Demonstration of competencies
- Performance issues
- Barriers to goal achievement
- Development goals and progress toward an individual development plan
- Career goals or desires

Consider the following questions to encourage an employee's participation in a performance review discussion.

- What has been your biggest success in the past six months?
- What challenges had to be met or overcome? How did you address them?
- What approaches did you take in solving problems or overcoming obstacles?
- What are the key learnings from what you have accomplished this year?
- What would your customers or co-workers say are your greatest strengths?

Questions to Identify Performance Gaps or Development Needs

- What would you like to change about something you have done in the past six months?
- What performance area(s) do you think need the most improvement?
- What skills or competencies would have been helpful to you in solving problems or overcoming obstacles?
- What skills or competencies do you need to develop for the future?
- What would your customers or co-workers say about your development needs?