

Example Performance Review Questions

Performance reviews help managers gain valuable insights from their team that can greatly benefit the business.

The key to a successful review is making sure you're taking a constructive rather than critical approach to the questions you ask your employee.

For each topic it's a good idea to focus on 1 or 2 points, instead of overloading them with a lot of questions. A quality conversation is created by asking the type of questions that encourage constructive feedback and avoids cautious responses.

Following are examples of quality questions that foster healthy and valuable discussions.

Overall performance

- What accomplishments this quarter are you most proud of?
- Which goals did you meet? Which goals fell short?
- What motivates you to get your job done?
- What can I do to make your job more enjoyable?
- What are your ideal working conditions to be the most productive?
- What do you hope to accomplish over the coming year?

Employee strengths

- What personal strengths help you do your job effectively?
- What makes you the best fit for your position?
- What skills do you have that you believe we could use more effectively?
- What kind of work comes easiest to you?

Areas of improvement

- What goals/deliverables were you least proud of? Why? How will you do those differently in the future?
- What 2-3 things will you focus on in the next quarter to help you grow and develop?
- What can I do to help you better meet your goals?

Current role

- Which job responsibilities/tasks do you enjoy most? Which do you least enjoy?
- How do you think your role helps the company succeed?
- What do you like least about your current role? What would you change?
- What do you like most about working for this company?

Outlook

- What are your most important goals for the next quarter?
- What do you want your next position at this company to be? How would your responsibilities change?
- What professional growth opportunities would you like to explore to get there?
- What type of career growth is most important to you?

Manager / employee

- What (if any) concerns do you have when it comes to giving me feedback? How can I alleviate those concerns?
- How do you prefer to receive feedback and/or recognition for your work?



- What are two to three things could I do differently to better manage you?
- What do I do that is most/least helpful for you when it comes to completing your work?
- What can we do to improve our relationship?

Follow up

- Complete your section of the performance review worksheet and have that back to me by ___date.
- Our next formal performance review will be on_____
- In the meantime, I want you to focus on_____