

## Sample Performance Questions for Employees to Ask of their Supervisors

Employees can assist in assuring they receive constructive feedback by asking questions their supervisors might not ask. Judgment must be exercised in determining which questions are relevant and appropriate for particular situations. These questions can be used in a variety of discussion types.

<b>PAST PERFORMANCE</b>	<b>CAREER OBJECTIVES</b>
<ul style="list-style-type: none"> <li>✓ What do you think I have done well? Why?</li> <li>✓ Here are things I think I have done particularly well...</li> <li>✓ What do you think I need to improve on and why?</li> <li>✓ What do my customers say about me?</li> <li>✓ I'd like to tell you about my experience working on teams...</li> </ul>	<ul style="list-style-type: none"> <li>✓ Here are my areas of interest and long term career goals...</li> <li>✓ What training opportunities/rotational or work assignments do you believe have the potential to develop those areas?</li> <li>✓ What are your ideas on how I can improve my IDP goals and on how I can pursue those goals effectively?</li> </ul>
<b>CONNECTION OF WORK TO MISSION</b>	<b>GOALS FOR NEXT YEAR</b>
<ul style="list-style-type: none"> <li>✓ Do you think my current responsibilities support the organization's mission? If not, how can my responsibilities better support the organization's mission?</li> <li>✓ Here are my ideas for future projects that I believe would help fulfill the organization's mission...</li> </ul>	<ul style="list-style-type: none"> <li>✓ Here's what I'd like to accomplish in the coming year...</li> <li>✓ Here's how I think these goals will help me develop and help the organization...</li> <li>✓ What do you think of these goals?</li> </ul>
<b>SATISFACTION WITH WORK AND WORK ENVIRONMENT</b>	<b>NOTES:</b>
<ul style="list-style-type: none"> <li>✓ I'd like to talk about the quality of the assignments I feel I've been receiving...</li> <li>✓ I'd like to discuss my sense of how I am valued and respected by my peers and this organization.</li> <li>✓ You could help me be more effective by...</li> <li>✓ Here's what I'd like to do to keep our communication effective and ongoing...</li> <li>✓ Here are some ideas I have for making this office a more enjoyable, healthier place to work... What do you think of them?</li> </ul>	