

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

A supervisor's goal in starting a performance discussion is to create trust and put the employee at ease. Discretion and judgment must be used in determining which of the questions below are appropriate for a particular performance discussion.

PAST PERFORMANCE	SATISFACTION WITH WORK AND WORK ENVIRONMENT
<ul style="list-style-type: none"> <li>• Let me tell you some of the things I think you've done particularly well (be specific). For example:               <ul style="list-style-type: none"> <li>– You take initiative, as in the XYZ project.</li> <li>– You identify and help solve problems.</li> <li>– You do a good job of keeping me and your colleagues informed.</li> <li>– You are willing to lead, take responsibility, and be accountable.</li> <li>– You volunteer for additional projects/work.</li> <li>– You properly credit others for their work.</li> </ul> </li> <li>• Which of your accomplishments do you feel good about? Why?</li> <li>• What would you like to improve and why?</li> <li>• Here are some things I think you'll want to improve. (Be specific.)</li> <li>• Describe contributions to a team effort (if appropriate).               <ul style="list-style-type: none"> <li>– What did you enjoy about the team experience?</li> <li>– What did you dislike about the team experience and why?</li> <li>– What would your customers say about you?</li> <li>– When I spoke with some of your customers, whom you recommended I contact, their feedback indicated...</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• How do you feel about the quality of the assignments you have received?</li> <li>• Do you feel valued and respected by your peers and organization?</li> <li>• What ideas do you have for making this office a more enjoyable, healthier place to work?</li> <li>• What can I do to help you be more effective in your job?</li> <li>• What can we do to keep our communication effective and ongoing?</li> <li>• Do you feel able to strike a reasonable balance between your work and home life?</li> <li>• Do you feel you have been adequately recognized and rewarded for your work?</li> <li>• Is there anything else that you wish to discuss at this time?</li> </ul>
	CAREER OBJECTIVES
	<ul style="list-style-type: none"> <li>• What are your professional areas of interest and long-term career goals?</li> <li>• What training opportunities or rotational or work assignments might develop those areas?</li> <li>• Let's discuss how your IDP reflects how you will pursue your goals.</li> </ul>
CONNECTION OF WORK TO MISSION	GOALS FOR NEXT YEAR
<ul style="list-style-type: none"> <li>• Let's talk about how your responsibilities support the organization's mission. <i>(Supervisors should be prepared to offer examples to clarify the relationship between the individual's work and the organization's mission.)</i></li> <li>• What ideas do you have for future projects that would further the organization's mission?</li> </ul>	<ul style="list-style-type: none"> <li>• What would you like to accomplish in the coming year? (Encourage employees to be specific and cover recommended areas of improvement.)</li> <li>• Can you describe how your future goals will support the mission of the organization?</li> <li>• Can you describe how your short-term goals will further your long-term professional goals?</li> </ul>