

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