

Sample Discussion Questions for Performance Evaluations

Choose from these suggested topics and questions or create your own to facilitate conversations beyond the content of the review form. You may wish to share your selected questions ahead of time to allow employees to give advanced consideration.

CHALLENGES

- What was your biggest challenge this past year and how did you overcome it?
- What challenge are you currently facing? What can you or I do to help address this challenge?
- What work-related concerns weigh on your mind?
- What have you learned about yourself this past year?
- What impactful moments or images have you experienced?
- What has been surprising to you?
- What have you learned or had reinforced regarding diversity, equity, and inclusion?
- What can you do in your everyday work to advance the values of diversity and equity, and help create an inclusive environment?
- What can I do to support you?

GENERAL REFLECTION

- What accomplishments are you most proud of?
- What do you enjoy most and least about your job?
- What is your biggest motivation for the work you do?
- How do you like to be recognized?
- How have you helped or supported your team over this past year? And how have they done that for you?

FEEDBACK/SUPERVISION

- Have you been given enough feedback to perform effectively over the course of this past year?
- Have I given you any feedback that you do not fully understand, that was a surprise to you, or that you thought was unfair or inaccurate?
- What would you like to see from our regular meetings to help them be more meaningful?
- As supervisor, what do I do that you find helpful? If you could wave your wand, what would you have me start doing, stop doing, or do differently? What can I do more of and what can I do less of?



NEXT STEPS

- Where is there room to grow or develop? What tools, training, or support do you need to accomplish this goal?
- What strength or skill do you use most frequently, and what other strengths or skills do you have that are not being utilized?
- Are there new responsibilities you would like to take on in the next few months and years? Which skills would you need to refine to help you achieve these goals? Are there upcoming projects that would give you the opportunity to work on these skills or responsibilities?
- What competency would you like to grow or develop, and how will you accomplish that?