**Questions for Performance Discussions**



During a performance discussion, one of the manager’s goals is to get the employee involved in the conversation. It should be a two-way conversation, not a monologue.

Topic that could be included in a performance discussion are:

* Progress toward objectives
* Demonstration of competencies
* Performance issues
* Barriers to goal achievement
* Development goals and progress toward an individual development plan
* Career goals or desires

Consider the following questions to encourage an employee’s participation in a performance review discussion.

* What has been your biggest success in the past six months?
* What challenges had to be met or overcome? How did you address them?
* What approaches did you take in solving problems or overcoming obstacles?
* What are the key learnings from what you have accomplished this year?
* What would your customers or co-workers say are your greatest strengths?

Questions to Identify Performance Gaps or Development Needs

* What would you like to change about something you have done in the past six months?
* What performance area(s) do you think need the most improvement?
* What skills or competencies would have been helpful to you in solving problems or overcoming obstacles?
* What skills or competencies do you need to develop for the future?
* What would your customers or co-workers say about your development needs?