

5 Questions to ask your employee during the **PERFORMANCE EVALUATION** Process



1. What did you do well this year?

Starting on a positive note helps employees feel more comfortable during the one-on-one meeting.

2. In which performance area(s) would you like to improve?

This question reveals whether an employee's perception of his weaknesses is in line with your evaluation.

3. What skills do you need to develop to excel at your current job?

This question helps employee take ownership of their professional development.

4. What goals would you like to achieve in the next Performance cycle?

Discuss employee's short and long-term goals.

5. What resources and tools do you need to perform your job?

This question ensures the employee has resources and tools required for them to perform as per the expectations.