



## 5 Questions to ask your employee during the **PERFORMANCE EVALUATION PROCESS**

### 1. **What accomplishments this quarter are you most proud of?**

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

### 2. **What skills do you have that you believe we could use more effectively?**

This question reveals what strengths or weakness an employee may have and if they are in line with the evaluation.

### 3. **What goals/deliverables were you least proud of? Why?** Discuss employees short and long-term goals.

### 4. **What 2-3 things will you focus on in the next quarter to help you grow and develop?**The focus here is to allow the employee to reflect on their development and take ownership of their professional pathway.

### 5. **How do you think your role helps the agency to succeed?**

This question helps the employee to see the work they do and how it impacts the entire organization. Allows them to see the Bigger Picture.

## The Performance Management Process