



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

### 1. **Am I meeting your expectations?**

The purpose here is to gain feedback, be prepared for any positive or negative feedback that your manager may provide.

### 2. **What skills do I need to develop to excel at my current job?**

This question opens the doors for your professional development.

3. **What resources and tools are available to me to perform my job?** This question ensures you have resources and tools required for you to perform your job per the expectations.

### 4. **Are there opportunities for professional development?**

If your company values employee improvement your manager will encourage you to look for professional development opportunities, courses, training, or seminars.

5. **What can I do to make your job easier?** Hearing this question will provide a manager a sense of relief. Knowing that you care about their well-being. The manager can then think about tasks that they do, and allow you to take over and use this as a training opportunity.

## The Performance Management Process