



Effective Performance Conversations

Employee performance reviews are key to understanding and improving employee performance. But all too often, employee reviews fall flat and have little impact. Why? Because managers are asking the wrong performance review questions. The effort is there, but a series of broad, generic questions cause both manager and employee to leave the meeting with few meaningful takeaways.

Topic: Overall Performance

Mediocre questions to ask in a performance review:

- How would you rate your performance this quarter?
- Are you happy with your current role?

Good questions to ask in a performance review:

- What accomplishments this quarter are you most proud of?
- Which goals did you meet? Which goals fell short?
- What motivates you to get your job done?
- What can I do to make your job more enjoyable?
- What are your ideal working conditions to be the most productive?

Topic: Employee Strengths

Mediocre questions to ask in a performance review:

- What are your biggest strengths?
- Do you feel your strengths are maximized here?

Good questions to ask in a performance review:

- What personal strengths help you do your job effectively?
- What makes you the best fit for your position?
- What skills do you have that you believe we could use more effectively?
- What kind of work comes easiest to you?

Topic: Areas of Improvement

Mediocre questions to ask in a performance review:

- What will you do differently next quarter?
- Is something holding you back from doing your best work?

Good questions to ask in a performance review:

- What goals/deliverables were you least proud of? Why? How will you do those differently in the future?
- What 2-3 things will you focus on in the next year to help you grow and develop?
- What can I do to help you better meet your goals?

Topic: Current Role

Mediocre questions to ask in a performance review:

- Are you happy with your job?
- Do you think this role is a good fit for you?

Good questions to ask in a performance review:

- How do you think your role helps the company succeed?
- What do you like least about your current role? What would you change
- What do you like most about working for this company?

Topic: Future Outlook

Mediocre questions to ask in a performance review:

- What are your goals?
- Where do you see yourself in five years?

Good questions to ask in a performance review:

- What are your most important goals for the next year?
- What do you want your next position at this college/university to be? How would your responsibilities change?
- What professional growth opportunities would you like to explore in order to get there?
- What type of career growth is most important to you?

Topic: Manager-Employee Relationship

Mediocre questions to ask in a performance review:

- Do you feel comfortable expressing your concerns with me?
- Is there anything you'd change about our relationship?

Good questions to ask in a performance review:

- What (if any) concerns do you have when it come to giving me feedback? How can I alleviate those concerns?
- How do you prefer to receive feedback and/or recognition for your work?
- What are two to three things could I do differently to better manage you?
- What do I do that is most/least helpful for you when it comes to completing your work?
- What can we do to improve our relation