Questions To Ask To Support Performance Conversations

Development – Skills and Competencies

• What skills and knowledge do you need to develop for your current position?
• What other professional skills would you like to develop?
• What skills and knowledge do you need to develop to prepare you for a future role?
• How do you feel about your development so far?
• What are your strengths and how can the organization best utilize them?
• How can we continue to build and develop these strengths?
• Do you wish to develop further? (If an individual expresses a desire to stay at their current level, explore how they might develop within the role.)
• What do you feel your particular strengths are? Are you using them in this role? How can we continue to build and develop them?
• How do you identify opportunities for growth and learning?
• What types of development opportunities have you grown the most from?
• In terms of the skills, knowledge, and competencies, what areas do you feel need developing in order to improve your current performance or to become an expert in your field?
• What are your challenge areas? What support do you need to build and develop these?
• How could you pass your expertise on to others?
• What is your preferred learning style and which method best suits you?

Personal Brand

• What do you want your personal brand to be within the organization?
• What do you want to be known for in terms of your skills, competencies, level of expertise, and reputation?
• How might your personal brand be developed?
• What can get in your way of delivery of your personal brand?
• Are there gaps between your desired personal brand and how others perceive you?
• What part in the team do you play?
• How does the team, clients, customers, and/or stakeholders perceive you?
• What is unique about you that leads to your happiest times and best performance at work? (For new hires as part of the onboarding process.)

Motivation

• What motivates you to do your best work?
• What motivates you and makes you feel valued at work?
• What strategies do you use to motivate others? (networks/clients/stakeholders)
• What are your strategies to motivate your team?
• What makes you feel valued and motivated in doing your work and how do we maximize this?
• What motivates you to come to work and feel valued – is something missing?
• What has been the most engaging/exciting work experience for you this month and why?
• Do you consider your current role your ideal job? What more could you be doing that would benefit the organization and make the experience more enjoyable for you in the process?
• What gives you purpose or satisfaction in relation to the work you do?
Performance
• How satisfied are you with your performance in your current role?
• What standard of performance do you want to deliver?
• What would you need to do to increase your performance in your current role?
• What are the ways to raise your performance levels even higher, to be seen as outstanding in what you do?
• Is there anything that can get in your way of you delivering your best performance?
• What holds you back at times? Are you aware of anything that holds the team back?
• What derails your performance?
• Where do you think you will be in a year, in terms of both potential and performance?
• What do we need to do to ensure your continuous optimum performance?
• What could prevent you from progressing with your goals?
• How would you rate your performance (what you do) at present?
• How would you rate your competencies (how you do it) at present?
• What do you need to enable you to enhance your performance?
• What do you think others say about you, your performance, your competencies or behaviors?
• Is there anything preventing improved performance?
• What do we need to do to ensure your continued motivation?
• Are there any specific issues that are stopping you from performing at an even higher level? How can we address these?
• What factors have affected your current performance level? What actions have you taken and what was the outcome?

Midyear Review
• How do you think things are going?
• What things are going well?
• How are you progressing with your goals?
• Do you think your goals need to be changed or updated?
• Are you struggling with anything?
• What support do you need from me or others?
• What will be your biggest challenge during the next couple of months/rest of this cycle?
• How is your workload?

Annual Review
• What were your biggest accomplishments this year? What are you most proud of?
• What were your biggest challenges this year? What disappointed you the most?
• What was your greatest learning? How will you use what you learned in the future?
• What skills and competencies did you develop? In what ways might you apply them?
• Did you make progress towards your career aspirations? If so, how?

Support/Guidance
• What resources do you need to help you – personally, organizationally, or professionally?