

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? If not, how might you use them? 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?
- What are your strengths? Are they aligned to this role?

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?