Regular Performance Check-in Questions

Listed below are conversation “prompts” to assist you in your regular performance conversations and the more formal performance evaluation. Use as you see fit. Enjoy your conversations!

What accomplishments of the past year are you most proud of and why?

What have been your biggest challenges this year?

What are your career goals and desires?

What skills would you like to develop that best fit our team’s needs and your long-term goals?

What can I do to support you in the upcoming year?

How do you understand your job expectations?

What successes have you experienced lately?

What challenges are you currently facing?

Where do you need help/assistance?
What do you want to start doing differently?

What do you want to stop doing that is impeding your success?

What do you want to continue that is bringing about success?

Where do you see yourself going in your career?