

# Performance Conversation Questions

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

## Clarify Expectations

1. How do you understand your job expectations?
2. How clear are you on your role/your top priorities?
3. What challenges are you currently facing?
4. Where do you need help/assistance?

## Strengths and Opportunities for Growth

1. What successes have you experienced lately?
2. What have been your biggest challenges this year?
3. What would you identify as your top strengths? How do you want to leverage your strengths further?
4. What are some common themes as you reflect on the years of feedback you have received?
5. What do you want to start doing differently?
6. What do you want to stop doing that is impeding your success?
7. What do you want to continue that is bringing about success?
8. What can I do to support you?

## Learning and Career Development

1. What excites you about your job?
2. In broad brushstrokes, how would you paint your career?
3. In what traits/skills would you like to continue to invest? How?
4. Where do you see yourself going in your career?
5. What accomplishments of the past year are you most proud of and why?
6. What are your career goals and desires?
7. What experiences would you find valuable for your development?
8. On what skills should we focus your development for your current role and future career aspirations?
9. Where do you feel you are experiencing roadblocks to your development?
10. What skills would you like to develop that best fit our team’s needs and your long-term goals?
11. What can I do to support you in the upcoming year?

