

This tool is intended to facilitate dialogue between a manager and their direct report about employee performance and development. This tool may be used as a guide for receiving feedback during the Annual Review conversation; and it offers helpful points for discussion during regular one-on-one coaching sessions throughout the calendar year.

Engagement

1. What demotivates you at work?
2. What talents or skills do you have that you aren't using enough in your work today?
3. If you could change one thing about your work, role, or responsibilities, what would it be?
4. What type of support or assistance would help you do your job better?
5. What pressures/issues affect your daily work?
6. What aspect of your work do you think is most worthy of recognition or praise?
7. What do you find most rewarding about your current work/role?
8. What do you enjoy least/most about your work/role?
9. What would make your job easier or more fulfilling?
10. What do you need from me that you are not getting?
11. If your role changed completely, what would you miss the most?

Goals

1. How do you feel your goals are progressing?
2. Are any of your goals concerning you?
3. What could I start or stop doing to help you achieve your goals?
4. What barriers are preventing you from achieving your goals?
5. What skill gaps do you see, that if unattended, might prevent you from reaching your goals?

Career Development

1. In thinking about your long-term career, what's most important to you?
2. What are your career aspirations – short- and long- term?
3. What do you need me to do to help you on your career path?
4. What training skills and development do you see as helping you in your career progression?