

Performance Review Question Bank

Category	Question Bank
Understanding Responsibilities	<p>How would you describe your main responsibilities?</p> <p>Have these responsibilities changed over time?</p> <p>What excites you the most about your day-to-day responsibilities?</p> <p>How can you contribute to other projects or tasks for which your team is responsible?</p> <p>Are your current responsibilities what you envisioned?</p>
Feedback for Improvement	<p>Is there anything in your work you would like to change, and if so, how would you do it?</p> <p>What could your manager do to help you be more successful in your job?</p> <p>How do you think your department could improve?</p> <p>How can your supervisor/manager improve to increase your motivation, satisfaction, and performance?</p> <p>How is your manager setting you up for success?</p> <p>How can your organization more effectively accomplish its mission and reach its vision?</p> <p>What would be an area of improvement you would like to work on in the upcoming 6–12 months?</p>
Overall Performance	<p>How have you been successful?</p> <p>What were the highlights of this year?</p> <p>What did not go well this year?</p> <p>Do you feel you have adequately performed to the standards of the organization or gone above and beyond?</p> <p>How have you demonstrated excellence through innovation, creativity, experimentation, and development?</p> <p>How do you hold others accountable?</p> <p>How would you rate your ability to bring energy to the workplace?</p> <p>How have you contributed to the team this year?</p>
Contributions to the Organization	<p>What were your major contributions to our department during this year?</p> <p>How have you contributed to the organization's strategic goals?</p> <p>Did you do anything over the course of the year to establish or nurture the organization's relationship with the community?</p> <p>How have you engaged with guests here and in the community?</p> <p>How have you acted responsibly with the organization's resources?</p>
Self-assessment	<p>What are your main strengths?</p> <p>In what areas can you improve your performance?</p> <p>What actions are needed to support improvement?</p> <p>What barriers or hurdles exist to improving your performance?</p> <p>How will you hold yourself accountable for achieving goals and results?</p> <p>List the most significant accomplishments or contributions you have made during this year.</p> <p>How do these achievements align with the goals/objective outlined in your last review?</p> <p>Have you performed new tasks or additional duties outside of your regular scope of work? If so, please specify.</p> <p>Describe professional development activities that have been helpful since last year.</p> <p>What are your goals for the upcoming year and what actions will you take to accomplish these goals?</p> <p>What could your supervisor/manager do to support you in doing your job and accomplishing these goals?</p> <p>What inspires you when you come to work?</p> <p>Do you feel like you are growing toward where you want to be?</p>

Goal setting and attainability	<p>What objectives have you reached during this year?</p> <p>Which objectives did you not manage to achieve, and why?</p> <p>What goals would you like to set for the next year?</p> <p>Do you think you need help or extra resources to reach these objectives?</p> <p>Which strengths are underutilized in your current role?</p> <p>What are your current career priorities and goals that most excite you?</p> <p>How does this job align with your personal values?</p> <p>How do your personal goals align with the team's goals?</p>
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Training	<p>What training programs have you taken part in?</p> <p>Are there other training courses you are interested in for the upcoming cycle?</p> <p>Do you need extra resources or training to do your job?</p> <p>What new or improved skills would help you be more effective in your role?</p> <p>What skills are needed to reach your long- and short-term goals?</p>
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Professional Development	<p>What could your supervisor/manager do to help you achieve your professional development goals?</p> <p>Have you developed an action strategy that outlines your goals for the upcoming year?</p> <p>What barriers or hurdles inhibit you from achieving your professional goals?</p> <p>Are there any learning opportunities you would like to participate in?</p> <p>What can you start/stop/keep doing to help you reach your professional goals?</p>
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Work Climate	<p>How have you contributed or improved the workplace culture this year?</p> <p>What aspect of performance needed improvement and what do you believe is the primary cause for this?</p> <p>How would you currently rate the level of morale of your department and organization?</p> <p>How would you describe relations in your workplace between management and employees?</p> <p>What behaviors do you bring to your work and to the team that have a positive impact?</p>

Adapted from Longwood Gardens Performance Appraisal Forms, MIT Human Resources Forms, the CDC's Quality of Worklife Questionnaire, and Performance Review Templates to Motivate Employees from Quantum Workplace. Full citations can be found at <https://longwoodgardens.org/education/longwood-fellows-program>.