

Sample Review Questions for Employees



[Name of Organization]

Performance Evaluation Questions

From time to time, it is our practice to hold performance reviews. These reviews are not intended as “report cards” – rather, they are a chance for us to evaluate together where you have been, how you are doing and where you are going.

Part of what makes these reviews valuable is your preparation. The more thought you put into the process, the more you get out of it. Please evaluate the following questions.

1. What are your job responsibilities, as you understand them?
2. Rate and evaluate how you are doing in each area.
3. What aspect of your performance are you most pleased with?
4. On what aspect of your performance do you think you need to work hardest in the coming months?
5. What skills do you want to improve most on and how do you plan to do it?
6. What is the one thing you are happiest about in your current work environment?
7. What is the one thing you are unhappiest about and would like to change?
8. How are we doing in satisfying your needs?

Optional Question:

Are there any specific professional aspirations, hopes or ambitions that I should be aware of as your supervisor?