MANAGER PREP: Performance Discussion Questions

⇨ Have you had time to prepare for this performance conversation?
⇨ Do you know what is expected of you? How are things going? Are you enjoying your work?
⇦ Do you know why what you do every day matters?
⇨ Do you know how your work is connected to our department and College mission?
⇨ Do you have personal challenges that have affected or might impact work that you are comfortable sharing? (Ask yourself: Do I have personal challenges that get in the way of managing my team?)
⇨ Are you getting enough support at work from your colleagues, cross campus partners, etc.?
⇨ Are there things I am not aware of that limit your ability to do your best work?
⇨ What progress have we made on your short-term and long-term work and learning goals?
⇦ What can I (your supervisor and manager) do help you do your job better and more efficiently?
⇨ What are two things that I should stop doing?
⇨ What are two things I should start doing?
⇨ What are two things I should keep doing?
⇨ Do you have other skills that you could utilize on the job that I don’t know about?
⇨ What are your work and learning goals that we can create for the coming year? How can I support these goals?
⇨ What data could help us understand how well you are doing at work that we do not currently track?
⇨ What, if any, work related issues are you reluctant to talk about with me?
⇨ How can we improve our communications and build a more trusting relationship moving forward?
⇨ Am I missing anything that we should talk about? Do you have any questions for me?
SUMMARY:

⇨ What challenges are you facing today?
⇨ What have you accomplished since the last time we met for our yearly appraisal (taking into account all the information gathered from notes, monthly meetings, quarterly check-ins, or semi-annual performance conversations)?
⇨ What are your natural strengths and talents?
⇨ How can we utilize these talents and strengths in your job and within our team?
⇨ What will you accomplish before the next time we meet (work and learning goals)?
⇨ How can I help you be your best?