

Performance Review Coaching Questions

Job performance and satisfaction

- What's the one thing you like most about your job? What's the one thing you like least?
- What accomplishments are you most proud of? What has been your greatest win this year?
- What aspects of your job do you find particularly challenging?
- What has been the biggest challenge for you this year? Have you resolved it? If so, how? If not, how can I help you work through it?

Career and development goals

- What are your most important goals for the coming year?
- What talents or interests do you have that we may not be aware of? How could we make the best use of those interests/talents in your current role?
- What additional knowledge or skills do you think would make you more effective in your role?
- What opportunities for self-improvement would you like to have that go beyond your current role?
- What would you like to be doing two years from now? What appeals to you about this? How can I help you prepare for this?

Company leadership, culture and your management

- What words would you use to describe our company culture?
- If you were the president of this company, what changes would you make to improve morale or corporate culture?
- What changes or challenges do you see for our department or the organization in the next year?
- What could we do to improve overall results or make the department more effective?
- Tell me one thing I'm doing well as your leader and should continue with.
- Tell me one thing I could do better that will help me be more effective as your leader.
- How could I help to make your job easier?
- Have I put any roadblocks in your way?
- Do you feel you have the resources and tools you need to perform your job effectively?
- How do you like best to be rewarded?
- How could we make work more fun?

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