

# PERFORMANCE REVIEWS: COACHING QUESTIONS FOR YOUR YEAR-END REVIEW

Co-Created by Laks Kutty & Debbie Jones

## Questions to either answer during your written self-assessment or for your 1-on-1 conversation.

- What are you looking to get out of the review?
- What three things have you done well? (Maybe even get a trusted colleague for input).
- What three things have not gone so well, and what have you learned from them?
- What are you proud of?
- If you had a magic wand and could change something to make your work more efficient and effective what would you choose to change? (This could be a project that you give yourself to work on going forward.)
- What's one thing you'd like support with?
- What's the most important take-away you'd like to have?
- What's the most important take-away you'd like your manager to have?

## Questions for you to mentally prepare for your 1-on-1 conversation.

- How would you like to show up for your 1-on-1 conversation?
- What needs to be in place for you to show up at your best?

## Questions to ask if you don't agree with your leader's performance review

- "What aspect of the review did not meet the criteria? Where does the discrepancy come from?"
- "I do not (fully) agree with the review, and would like to understand the reason better. This is why..." (from an employee perspective).
- "I would like to understand the reasons for our different reviews" (from an employer perspective).
- "What is the impact of the review?"
- "What are the next steps?"
- "Going forward, what can be done so we'll be on the same page throughout the year?"

## Tips to ask your leader for feedback if you aren't getting enough.

- Feedback can be in a formal or informal setting, but will ideally be given regularly throughout the year so you can adapt right away.
- Practice makes perfect.
- Asking for feedback shows that you are committed and that you want to learn and grow.
- Be clear and specific about what you want feedback on (e.g. appreciation, acknowledgement, input on how you deliver a specific task).
- Example: "I think I am doing a good job as I haven't heard otherwise, but could you please give me an idea of what I need to improve on in terms of my customer service / my report writing" (whatever is applicable to your particular job).
- Tip: Make sure that the person you are asking feedback from has time to prepare for your feedback request, and the setting is right as you don't want to catch them in the hallway between meetings!

