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**Useful 1-1 Questions**

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| 1. What is one thing you have accomplished since the last review that you are proud of? – a good ice breaker |
| 1. What are you hoping to accomplish over the next quarter, six months and year? – so you can gauge what you feel the employee is capable of |
| 1. Do you have access to all the tools and/or resources you need to do your job? If you don’t, what are the roadblocks that are keeping you from getting those tools and/or resources? – management isn’t always aware when employees lack tools or resources |
| 1. How well do you and your team work together? What are the problems you are experiencing? – it’s important for management to be aware of problems within a team |
| 1. What is one area where you feel like you could improve at your job? Is there anything you feel like I could do to help you improve? – to help you to help the employee get to where they want to be |
| 1. What do you think the goals of our company are? What do you think the goals of your department are? – to ensure alignment with wider goals |
| 1. How do you feel I have helped you in doing your job? How have I hindered your job performance, what could I do differently to get the most out of you? – chances are management has both helped and hindered, so it can be useful to find out where |
| 1. Do you have any concerns that you would like to bring up about your department, or the company? – useful to end with in case concerns not arisen elsewhere |

**Source: reviewsnap.com**