

# Employee Input Form Suggested Questions

## Personal/Professional Growth

- What was your favorite task/role/project in the past review period and why? What made it so special? What made it successful? What did you do to make it work so well?
- What was the most difficult or challenging task/role/project in the past review period and why? What made it challenging? Do you anticipate this happening in the upcoming year? If so, what steps will you take to deal with the challenges?
- What was your biggest mistake/regret of the past review period and what did you learn from it?
- What new skills have you learned in the past review period?
- How do you like to be recognized and/or rewarded for a job well done?
- Why do you stay with this organization?
- What would cause you to leave this organization?
- What skills and talents have most helped you achieve success in this position?
- What existing or new skills would you like to develop in the coming review period?
- What do you consider to be the top three to five priorities of your job as you understand them?
- In what areas would you like to gain more experience, training, or education?
- What classes, activities, or trainings have you participated in over the last review period that have helped you develop yourself professionally?
- What accomplishments do you feel best about?
- What was your biggest disappointment on the job? How would you change the job to obtain better results?
- What are the key behaviors that lead to success in this job?
- What behaviors would lead to failure in this job?
- What was the most fun you had during the past review period?
- What activities/tasks/projects/roles did you find to be the most stimulating and caused you to grow the most?
- What portions of your work do you feel you do best?
- Do you find there is opportunity in your work to do the things that you do best?
- What are some of the things you like most about your current position?
- Looking at your position as a whole, what would you say you have learned in the past review period?
- Looking at your position as a whole, what would you say you have contributed in the past review period?
- List your areas of strengths and areas needing improvement.
- What elements of your job interest you the most?
- In what areas of your job do you feel that you excelled? In what areas would you like to improve?

# Employee Input Form Suggested Questions

## Personal/Professional Growth continued...

- Has the past year been good/bad/satisfactory or otherwise for you? Why? Are there any changes you or your supervisor could make to help overcome any dissatisfaction?
- What sort of training/experience would you benefit from in the next review period?
- Do your current responsibilities/activities contribute to your personal growth and professional development? If not, how can we make them contribute?
- To what extent does this position challenge you or make good use of your skills?
- Are there any organizations or committees you would like to be involved in?
- Please list any special arrangements, awards, activities, or recognitions you received in the past review period I should be aware of.
- What would make your work more meaningful and satisfying?
- What is your greatest challenge or roadblock?
- What makes you feel like a valuable contributor?
- What strengths or talents do you have that aren't being utilized?
- What de-motivates you?
- How have you grown in place during the last review period?
- How could I, as your supervisor, help you in the coming review period?
- Why is your work important? What do you value about your job?
- How do you see your position as fitting into the "bigger picture?"
- At work, do you have the opportunity to do your best every day?
- Is there someone at work who encourages your development?
- If you suddenly became financially independent and left this position, what would you miss most about your job?
- In the morning, does this job make you jump out of bed or hit the snooze button? Please explain why.
- What makes for a great day in this position?
- What kind of work or job would you like to be doing in one/two/five year's time?
- What would you say are five of your personality pluses?
- What obstacles have you overcome to get where you are today, both professionally and personally? What essential lessons have you learned from some of your mistakes?
- What professional organizations are you associated with and in what ways (member, officer, etc.). How do you think this organization helps you in this position?
- In what ways are you making a difference in people's lives?

# Employee Input Form Suggested Questions

## Personal/Professional Growth continued...

- What is excellence in your job? Have you achieved it? What resources do you need? How can I help?
- What is your personal motto?
- What do you like most about your job? What frustrates you the most about your job?
- What could we do in the next review period to make your job more challenging?
- What could we do in the next review period to make your job less frustrating?
- Who do you think is a great role model for you in the organization?
- In the next review period, what should you: continue to do, stop doing, and start doing?
- What personal goals do you have that will deliver the most value to the organization?
- What does “success” mean to you?
- What does “failure” mean to you?
- What are the most important rewards you expect in your career?
- What causes you to be disappointed in your own work performance?
- What motivates you?

## Management/Supervision

- What do you see as the most important function of my position as supervisor?
- What kind of direction/communication do you prefer from me?
- How do you like to be managed? What can I do more of? Less of?
- What can I do to support your career goals?
- Describe the relationship that should exist between a supervisor and those reporting to him or her.
- How do you like to receive feedback and constructive comments on your performance?

# Employee Input Form Suggested Questions

## Productivity

- How do you add value to this organization? What you have done specifically that contributes to the success of this organization?
- What would make your life easier at work?
- What barriers affect the performance of your job?
- How do you spend the majority of your time? Is this the best use of your time?
- Are you doing anything that doesn't seem to add value? What would be the impact if eliminated?
- Is there anything you think you should be doing that you are not?
- Are there any processes that you work with that should be changed to [provide better customer service, eliminate waste, or make work easier]?
- What factors, environmental or otherwise, impacted your job or your ability to perform your job during the last review period?
- Complete the following sentence: *"I believe that my greatest contribution to [the department, State of South Dakota] is..."*
- What could you do to perform your job duties and assigned tasks more efficiently?
- Tell me something you've accomplished in the last year that I don't know about.
- What did you do in the last review period that you are most proud of?
- How can I help you: what would you like me to do more of; less of? What training can I provide? What training can I provide?
- What changes do you think could be made to help you do your current job better or more easily?
- What do you consider to be your major on-the-job accomplishments in this past review period?
- What is the most interesting task you have done in the last review period? What made it interesting?
- What aspect of your job would you most like to modify?
- How has your workload changed in the last review period? How has this enhanced or challenged your productivity?
- What major projects were you involved in during the last review period?
- What were your most successful accomplishments during the last review period?
- What goals were not accomplished during the last review period? What would have helped you achieve them?
- In your own words, write a brief description of your job responsibilities.

# Employee Input Form Suggested Questions

## Productivity continued...

- Do you have the materials, equipment, and training to do your job? If not, what do you need (training, more support from your supervisor, equipment, etc.)?
- If possible, what would you like to change about your position?
- Are there any responsibilities you would like to share with your supervisor?
- Do you feel you have a good understanding of your role/responsibilities?
- Tell me how you and I can work better together.
- What areas of your work would you say need more attention? What can I do to help you improve in these areas?
- What can be done to improve the communication between us so that your job will be easier?
- Tell me one wish (that is reasonable to expect) that will help you do your job better.
- Beyond your current day-to-day responsibilities, in what ways might you further contribute toward making this program excel?
- Do you have any questions about what is expected of you on the job? What areas are unclear to you?
- In what ways could your skills be more fully used in this department?
- What changes need to be made in your work environment to help you be more productive?
- What support, tools/resources, skills or empowerment do you need to be more effective?
- Name one specific suggestion you have that would improve the work we do or that would make the work more efficient.
- What results in the last review period make you the most proud?
- How do you like to receive feedback or constructive comments on your work performance?

## Vision

- What is your future dream role? How can we put elements of this into your current position? How can I help you move toward it?
- As you understand it, what is my [supervisor] vision for our team?
- What is your personal vision for your job? Name one thing you can do in the next review period to make that vision more of a reality.

# Employee Input Form Suggested Questions

## Goal-oriented questions (new ways to ask the same thing)

- What are you looking forward to doing in the next review period?
- Complete the following sentence: “I believe my goals and objectives for the following year should be...”
- Are there any new projects or other assignments you would like to do in the next review period?
- Describe your long-term goals for this position.
- Describe your short-term goals for this position.
- What are you looking forward to doing in the next review period?
- What goals would you be interested in working toward between now and the next PPAR session?
- What do you consider to be your most important tasks and/or goals in the next review period?
- What do you see as your priorities in the next review period?

## Professional Development Planning

- Describe your long-term professional goals.
- Describe your short-term professional goals.
- What professional development activities would you like to be involved in during the next review period? Please list by individual activity.
- How, when, and where will these activities occur or be accomplished? Please list by individual activity.
- How will these activities assist you in your professional growth or career advancement? What skills and abilities do you hope to gain? What is the benefit to this department?
- How will your current duties and responsibilities be carried out if the proposed activity should require your absence from work?
- If applicable, identify an individual(s) with the department who may be helpful to you in the pursuit of planning for or accomplishing your professional development plan.
- Please list all expenses, time commitments, and resource involved for each proposed activity. Specify any other departmental support you will need. Include supporting materials as necessary. Please use State per diem/travel figures/policies.
- What are your long-range career objectives and what are your plans to accomplish these objectives? Objectives include potential job rotations, promotions, additional responsibilities, education, & training.
- Where do you see yourself within this organization? Where do you plan to be in the future?

# Employee Input Form Suggested Questions

## Teamwork

- Tell me how we can work better as a [staff, team, group, department].
- Tell me how you and I can work better together.
- Name one way that communication in this [team, staff, department] could be improved? If you have no suggestions for improvement, name one thing that you appreciate about the way this [team, staff, department] communicates.
- How well do you get along with co-workers? Tell me one thing that works well on this team. Tell me one thing that does not work well on this team.
- Have you had any uncomfortable situations or conflicts with supervisors, co-workers or customers? What steps did you take to resolve the situation? If unresolved, what steps would you like to see taken?
- Who do you interact with most frequently? With whom would you like to have more interaction, input, or cooperation?
- How do you make this team stronger?
- What are you important to this [team, department, staff]? Why is this [team, department, staff] important to you?
- Do you believe your ideas are valued? Give examples.
- What role do you see yourself playing on this team (i.e. peacemaker, achiever, ringleader, supporter, listener, etc)?

## Communication

- What can be done to improve the communication between us so that your job will be easier?
- In what areas of your job would you like to receive more coaching or feedback from your supervisor?
- Name one way that communication in this [team, staff, department] could be improved? If you have no suggestions for improvement, name one thing that you appreciate about the way this [team, staff, department] communicates.
- What can I do to support your career goals?
- Tell me how you like to receive recognition and appreciation for a job well-done.
- Do you believe your ideas are valued? Give examples.
- How do you like to be managed? Do you need more or less contact?
- What are your strengths when it comes to communication? What are areas where you can improve?
- How does your communication style differ from mine and/or from your coworkers? How is it similar?
- What do you think are the three most important things about communication?
- Describe a time in the last review period where you had effective communication with someone. Ineffective communication?

# Employee Input Form Suggested Questions

## Questions for a Probationary PPAR

- Why do you think we selected you as an employee?
- What do you like about the job and the organization?
- What's been going well? What are the highlights of your experiences so far? Why?
- Do you have enough, too much, or too little time to do your work?
- How do you see your job relating to the organization's mission?
- What do you need to learn to improve? What can the organization do to help you become more successful in your job? *(NOTE: Don't ask these two questions unless you are prepared to follow up with action. Otherwise, you can build false expectations, and that can cause disappointment, disillusionment, and turnover).*
- Tell me what you don't understand about your job or our organization.
- Compare the organization to what we explained it would be like.
- Which co-workers have been helpful since you arrived? *(Goal: Pinpoint which employees can be influential in retaining the new hire).*
- Whom do you talk to when you have questions about work? Do you feel comfortable asking this person?
- Do I clearly explain what the organization expects of you?
- In your own words, write a brief description of your job responsibilities.
- What is this organization doing that strikes you as wasteful or inefficient?
- Are there any policies that you don't understand the rationale for?
- What is your impression of our new employee orientation? What could be improved? What should definitely be kept?
- What do you wish you would have known about this organization and/or your position when you first started *(NOTE: The answers to this question may be helpful the next time you bring a new employee on board).*