

## ***For Supervisors - Performance and Feedback Check-In Conversation - 2024***

Best practices for leading a performance meeting with your direct report is to make it a conversation where you provide feedback while also hearing from your direct report on their experience and feedback they may have for you.

Prior to meeting with your direct report, here are some questions to consider for thinking about the type of feedback you would like to provide:

### **Questions to consider in advance of your meeting to identify feedback you want to provide:**

- What stands out to you as one of your direct report's biggest accomplishments this past year?
- What unique skills or perspective does your direct report bring to the team?
- What skills could be stronger? (think about specific examples)
- Were there times when they fell short of job expectations? Are there parts of their job description they are not meeting?
- Are there new skills you would like them to develop? Why?

### **Questions to ask that encourage engagement from your direct report:**

- What accomplishment(s) are you most proud of this year?
- What challenges did you encounter this year?
- What parts of the job do you enjoy the most? What do you enjoy the least?
- What motivates you to do your best?
- How do you prefer to receive feedback/recognition?
- Are there skills you have that you think we could use more effectively?
- What are your career goals?
- What do you want to work on next year?
- How can I best support you in this position/where you want to go next?