



Open Discussion Review Guideline Questions

Open Discussion Review: Guideline Questions

Employee Name:

1. What are the core priorities of your role and has this changed since your last review?
2. What successes are you especially proud of since your last review?
3. Are there any people, items or processes that you depend on to help you achieve positive results?
4. Are there any additional tools you need to support your role and improve results?
5. Are there processes that add little or no value to your role? Could they be removed or made more efficient?
6. Are there any areas that you would like to spend more time on? How would this affect internal and external stakeholders?
7. How do you feel about your workload?

8. What are your 3 main strengths?

9. What are your 3 main difficulties and/or roadblocks at present?

10. Do you envisage any additional issues arising in the next 3-6 months?

11. Are there any areas you feel you may need to improve in? How can I help you do this?

12. Are there any missed opportunities that could improve the company's overall performance? What steps would you take to rectify this?

13. How good is team morale? Are there any steps we can take to improve it?

14. Do you have any suggestions to help improve the results across our team?

15. Is there anything else you would like to talk about?