## Ask Some Guiding Questions

**What motivates you in your current role?**

**In what areas did you meet your professional goals?**

**What accomplishment from the last six months are you most proud of?**

### Provide Helpful Feedback

- Recognize success
- Provide specific feedback regarding observed performance
- Acknowledge strengths/talents/abilities

### Which Sounds Like

Let’s talk about your progress this quarter.

- Here are some examples of areas in which you are doing well...
- Some accomplishments you’ve achieved recently are...
- You contribute to the success of our team by...

## Ask Some Guiding Questions

**What part of your job is the most challenging? Why?**

**In what areas did you not meet the level of performance you would have liked to achieve?**

**Where do you think you could improve?**

### Provide Helpful Feedback

- Identify areas of performance to improve
- Clarify areas of performance to elevate
- Provide specific behavioral examples and a plan of action (if appropriate)

### Which Sounds Like

**Here are some areas of good performance that can be elevated...**

**The skills and/or talents you need to use more effectively are...**

**Areas that need improvement are...**

## Ask Some Guiding Questions

**What skills are you looking to develop?**

**What professional growth opportunities interest you?**

**What are two to three things I could do to help you meet your goals?**

### Provide Helpful Feedback

- Identify targeted areas for further development
- Set goals that are measurable and achievable
- Focus on specific actions to reach career goals

### Which Sounds Like

- Here are the goals identified for you to work on in the next six months...
- I would like you to focus on gaining additional knowledge and/or experience in _____ (area/competency) ...
- I will provide ______________ (support/resources) to help you achieve your goals...