

CATALOGUE OF QUESTIONS

FOR EMPLOYEES IN PREPARATION OF THE ANNUAL EMPLOYEE REVIEW



The following questions can help you to get prepared for your annual employee review, reflect on your personal concerns, skills and achieved goals, as well as those that have yet to be fulfilled. These questions will also serve as a guide regarding how to bring up these matters in a structured manner during the review. To ensure that all elements are considered within the discussion and that no important aspects are left out, it is vital that the review be carefully planned by both parties.

- **Ask open questions** („Which work assignments do you enjoy the most at present? Why do you think that is?“), instead of ‘closed’ questions which can be answered ‚yes‘ or ‚no‘ („Are there any work assignments that you particularly enjoy at present?“)
- **Avoid suggestive questions**, i.e. questions for which a certain answer is already suggested: „What do you feel about the level of cooperation in your team?“ instead of „Are you comfortable in your team?“
- **Ask concrete and subject-specific questions**, rather than abstract questions: „Do you feel capable of expressing yourself regarding critical and challenging topics? On what do you base your assessment?“ instead of „What do you think of our culture of fostering open communication?“

QUESTIONS FOR PREPARATION AND REFLECTION

Retrospective view

Are there any urgent issues that I would like to address?

What have been the focal points of my work over the last review period? Which of these was I able to achieve? Which of these have I yet to achieve?

Am I satisfied with the results that I have achieved? What are the reasons behind this estimation?

What was beneficial / a hindrance throughout the work process? How could this work process be made more efficient?

Which strengths and weaknesses have become evident over time?

POSSIBLE QUESTIONS TO THE EMPLOYEE



