

CCHRSC'S
HR TOOLKIT



TOOL: Sample Employee Performance Review Questionnaire

POSTED: October 2012

[INSERT YOUR ORGANIZATION'S NAME HERE]
EMPLOYEE PERFORMANCE REVIEW QUESTIONNAIRE

Name: _____

Position: _____

As you prepare for your performance evaluation, please think about the following:

1. Which aspects of your work give you most personal satisfaction?

2. In what aspects of your work is your performance strongest?

3. What did you do that you are most proud of this past year?

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4. What was your biggest challenge? How did you deal with it?

5. In what aspects of your work do you feel you need the greatest improvement?

6. What have you been doing specifically to improve your work and level of satisfaction?

7. What aspects of your job are most frustrating?

8. If you had the ability to change anything about your job, what would you change?

9. Are there any supports or resources that you require?

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10. Do you feel that your attendance and punctuality meet with the expectations of the Centre?

11. Goals for improving work performance in the coming months. (List in order of priority)

- 1.
- 2.
- 3.
- 4.
- 5.

12. What new skills or knowledge would you like to learn in the coming year?

Date: _____

Staff Signature: _____

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