



Performance Evaluations Sample Questions to Ask your Employees Weekly

Employee Name:

- 1.) How is your role going thus far? "Did you have any victories this week?"
 - a. *Express gratitude for (acknowledging, valuing, and commemorating) the efforts put forth.*

Answer:

Notes:

- 2.) What challenges are you facing?
 - a. *Please ensure that you take proactive steps to support others and create an environment of psychological safety where they feel comfortable sharing their issues or concerns.*

Answer:

Notes:

- 3.) How are you feeling? What morale would you characterize as being present in your workplace?
 - a. *It's important to encourage employees to express their emotions so that they can experience improved wellbeing and resilience. Additionally, it's crucial for you to also openly share your own feelings.*

Answer:

Notes:

4.) How satisfied are you with your work right now, on a scale of 1 to 10? Why?

- a. Engage in active listening to understand and assess the level of involvement, while also assisting individuals in establishing a connection to their sense of purpose and value.

Answer:

Notes:

5.) Request advice on how to improve as a leader.

- a. (serve as an example that feedback is valuable and motivate your team to feel at ease requesting feedback from you and their colleagues.)

Answer:

Notes: