



**Performance Evaluations  
Sample Supervisors Check-In Questions**

**Employee Name:**

**1. What are you currently working on?**

*Answer:*

**2. What's going well?**

*Answer:*

**3. Are you having any challenges?**

*Answer:*

**4. What do you want to improve?**

*Answer:*

**5. What are your plans to achieve your goals? Is there any way I can assist you?**

*Answer:*

**6. What else would you like to discuss?**

*Answer:*

**7. What alternative approaches can we consider for future occasions? Any thoughts, recommendations, or enhancements?**

*Answer:*