

Performance and Talent Development Tool

These questions are intended for use by employees and managers to prepare for performance development conversations during each phase of the Performance Management Process (PMP) cycle. Employees are encouraged to review the questions below and bring responses to questions of interest to PMP conversations. Managers are encouraged to review the questions as well and discuss them with employees as part of the conversation. **It is not intended that all questions would be answered prior to the end of the year conversation; it is simply to create a more thoughtful exchange between the manager and the staff member.** The hope is that these questions will allow for additional consideration of how individual's talents and strengths can impact performance and goals.

Your Contribution

- What do you think has been your most valuable contribution this year to your department/program?
- What do you think *could* be your most valuable contribution to your department/program?
- What talents (or strengths) are you able to use successfully in your job?
- What talents (or strengths) do you believe you have that are untapped or under-utilized?
- How could your talents be utilized more effectively?
- What would make you, as an employee, more effective?
- What do you most want to get out of this conversation? (What are the key points you want to express, and what are the key things you want to hear, learn or get feedback on?)

Your Quality of Life at Work

- What single factor has had the most impact on your quality of life at work over the last year?
- What single factor could have the most positive impact on your quality of life at work in the next year?
- What new responsibilities should be assigned to you or should current ones be prioritized or assigned differently?
- Have you been able to take time off and are you able to plan for time off in the future?

Your Manager

- How could your manager be more effective?
 - In utilizing your talents? In developing your strengths?
 - In utilizing the talents of the team? In developing the team?
- What developmental opportunities have you had over the last 6 months/1 year? (on the job training, project teams, seminars/webinars, etc.) Were they sufficient?

Your Experience

- What factors have most affected your work over the past 6 months/1 year?
- What factors in our workplace hinder you from being able to contribute at the highest level?
- What has been your best work experience this past 6 months/1 year?