# 10 Reflection Questions for Managers to Use During Performance Reviews

TalentSENSE
Human Resources & Recruiting

# Welcome!

Welcome to the "10 Reflection Questions for Managers to Use During Performance Reviews". These questions are designed to facilitate productive and meaningful conversations during a performance review. The content of these conversations becomes a crucial tool for enhancing communication, engagement, and performance within the workplace.

## Goal Achievement

What key accomplishments best demonstrate the employee's impact during the performance period?

## Goal Alignment

How well did the employee's results align with and advance the organization's most important priorities?

## Measurable Results

What tangible outcomes did the employee deliver (e.g., increased revenue, cost savings, improved efficiency, or service quality)?


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## Overcoming Challenges

What major challenges did the employee encounter, and how did they demonstrate resilience or problem-solving to overcome them?

## Contribution to Others

How has the employee influenced, supported, or elevated the performance of teammates or other departments?

## Complexity and Scope

How does the scale, difficulty, or scope of this employee's responsibilities compare to others in similar roles?

## Performance Comparison

Considering both results and overall impact, how does this employee's performance compare to peers in similar positions?

## Going Above and Beyond

Where has the employee taken initiative to step outside their usual role or assume extra responsibilities that made a difference?

## Learning and Growth

How has the employee used challenges or feedback as opportunities to grow and strengthen their performance?

## Distinct Contribution

What achievements or results would not have been possible without this employee's unique strengths or contributions?

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