


1. Poor Performance & No Promotion Consideration

♦ Indicators:

- Low Performance Rating
- No Promotion Consideration

 **Possible Impact:** Employee may feel stuck in their career, leading to frustration and lack of motivation.


Questions:

1. Can you share any challenges or obstacles that may have impacted your performance over the past review period?
 2. Do you feel you have the necessary support, resources, and guidance to perform at your best? If not, what specific improvements would help?
 3. What are your career goals, and how can we better align your role and development opportunities to support them?
 4. Are there any specific skills or training programs you believe would help enhance your performance and career growth?
 5. How do you feel about the feedback and expectations set by your manager? Do you believe they are clear, fair, and actionable?
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2. High Work Activity but No Recognition

♦ Indicators:

- High Work Hours or High Emails/Messages Sent
- No Rewards Received

 **Possible Impact:** Employee might feel overworked and unappreciated, leading to disengagement or burnout.

Question:

1. Do you feel that your hard work and contributions are being acknowledged and valued by your team and leadership?
 2. Have you received feedback or recognition for your efforts? If not, what kind of recognition would be meaningful to you?
 3. Do you feel your workload is manageable, or do you experience frequent stress or burnout?
 4. Are there any specific ways we can improve how employee contributions are recognized within the company?
 5. What motivates you the most in your role, and how can we better support your engagement and job satisfaction?
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3. Poor Onboarding & No Mentor Assigned

◆ **Indicators:**

- Onboarding Feedback: Poor
- No Mentor Assigned

🔍 **Possible Impact:** Employee may feel lost, unsupported, and struggle with job adaptation.


Question:

1. How clear were your job responsibilities and expectations during your first few weeks, and what additional information might have helped you adjust more smoothly?
2. Were you introduced to key team members or departments that could have supported your transition, and how effective were those introductions?
3. What specific aspects of the onboarding process did you find most confusing or unhelpful, and how could we improve them?
4. Have you been able to access resources or training materials that you feel would have better prepared you for your role, and what was missing?
5. What type of ongoing support or mentorship do you believe would have made a significant difference during your initial period here?

4. Frequent Sick Leave & Declining Performance

♦ Indicators:

- Multiple Sick Leave Instances
- Performance Rating Dropping Over Time

 **Possible Impact:** Health concerns may be affecting productivity, causing frustration from both the employee and management.


Question

1. Could you share if there are any ongoing health or personal challenges that might be contributing to your increased sick leave and impacting your performance?
2. How have you been feeling about your workload and overall work environment recently, especially during times you've had to take leave?
3. Are there specific aspects of your current role or work processes that you feel could be adjusted to better support your well-being and performance?
4. Can you identify any particular factors or events that might have coincided with the decline in your performance over time?
5. What additional support or resources do you believe could help you manage your health concerns while maintaining your work productivity?

5. Frequent Unpaid Leave & Low Vibe Score

♦ Indicators:

- Multiple Unpaid Leave Instances
- Vibe Score ≤ 3 or (Sad/Frustrated Zone)

 **Possible Impact:** Financial stress or workplace dissatisfaction might be leading to lower morale.


Question:

1. Can you share what might be contributing to your frequent unpaid leave and the lower vibe score you're experiencing recently?
2. Have you encountered any personal or financial challenges that might be impacting your overall morale at work?
3. How do you feel the current work environment is supporting you during times when you take unpaid leave?
4. Are there specific aspects of your job or workplace culture that you feel are affecting your mood or causing frustration?
5. What changes or additional support do you believe could help improve both your financial stress and overall job satisfaction?

6. High Performance but No Promotion Consideration

◆ Indicators:

- Performance Rating ≥ 3
- No Promotion Consideration

 **Possible Impact:** Employee may feel their hard work isn't being rewarded, causing demotivation or job dissatisfaction.

Question:

1. Can you share your perspective on how your contributions have been recognized, especially considering your high performance ratings?
2. Have you had a clear discussion with your manager about the criteria for promotion and where you currently stand?
3. What specific goals or support do you feel would help align your performance with future promotion opportunities?
4. Are there any obstacles or factors you believe might be limiting your promotion prospects despite your strong performance?

5. How do you think the organization can better acknowledge and reward high-performing employees like yourself to enhance motivation and career growth?
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7. High Performance but No Recognition (Rewards)

◆ Indicators:

- Performance Rating ≥ 3
- No Rewards Received

 **Possible Impact:** Lack of tangible recognition may make the employee feel undervalued.


Question:

1. How do you feel your high performance has been acknowledged within the team, and are there specific rewards you were expecting?
 2. Have you discussed with your manager or HR about the criteria for rewards, and how your contributions align with those expectations?
 3. Can you identify any gaps or areas where you believe additional recognition would have a positive impact on your motivation?
 4. What types of rewards or tangible acknowledgments do you think best reflect the effort and results you've delivered?
 5. How do you see improved recognition influencing your overall satisfaction and performance moving forward?
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8. Low Performance & No Mentor Assigned

◆ Indicators:

- Performance Rating ≤ 2
- No Mentor Assigned

 **Possible Impact:** Employee might be struggling without guidance, leading to poor performance and frustration.


Question:

1. Can you describe the challenges you're currently facing in your role that might be affecting your performance?
 2. Have you felt that having a mentor or additional guidance could help you overcome some of these challenges?
 3. What specific areas do you feel you need more support or coaching in to improve your work performance?
 4. How do you think a mentor could contribute to your development and address any frustrations you're experiencing?
 5. Are there any internal resources or training programs you believe could provide the guidance you need to enhance your skills and performance?
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9. Good Performance but Poor Manager Feedback

◆ Indicators:

- Performance Rating ≥ 3
- Manager Feedback: "Needs Improvement"

 **Possible Impact:** Conflicting feedback may confuse the employee, leading to stress or disengagement.

Question:


1. How are you feeling about the contrast between your strong performance ratings and the "Needs Improvement" feedback from your manager?
2. Could you provide examples of areas where you believe your performance has excelled, and where the feedback might not reflect that?
3. Have you had an opportunity to discuss this feedback discrepancy with your manager, and if so, what insights were shared?
4. What additional support or clarification would help you better understand and act on the feedback provided?

5. How do you think the evaluation process could be improved to more accurately reflect your contributions and strengths?

10. Declining Performance & No Rewards

♦ Indicators:

- Performance Rating Decreasing Over Time
- No Rewards Received

 **Possible Impact:** Employee may feel that their efforts are unrecognized, affecting motivation.


Question:

1. How do you feel about your current performance trend, and have you identified any specific factors contributing to the decline over time?
2. Can you share whether you feel your contributions are adequately recognized, particularly in relation to rewards or other forms of acknowledgment?
3. Have you discussed your recent performance trends with your manager, and if so, what feedback did you receive regarding improvements?
4. What type of support or resources do you believe could help you improve your performance and feel more recognized for your efforts?
5. In your view, how could the reward system be adjusted or enhanced to better reflect the contributions of employees who are working hard, even when facing challenges?

11. Poor Onboarding & Frequent Unpaid Leave

♦ Indicators:

- Onboarding Feedback: Poor
- Multiple Unpaid Leave Instances

 **Possible Impact:** Employee may be struggling with job adaptation and facing financial difficulties.


Question:

1. Can you share your experience with the onboarding process and which areas you felt could have been more supportive in helping you adapt to the role?
 2. Were there specific challenges during onboarding that you believe have contributed to your current need for taking unpaid leave?
 3. How have the initial training and orientation resources aligned with your expectations in terms of setting you up for success?
 4. Are there external factors or personal challenges, aside from the onboarding process, that you feel might be affecting your ability to maintain regular attendance?
 5. What additional support or adjustments do you think could help you better integrate into the team and alleviate any financial pressures related to unpaid leave?
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12. High Work Activity but No Performance Reviews

♦ **Indicators:**

- Consistently High Work Hours or High Work Activity
- No Performance Review Conducted

 **Possible Impact:** Employee may feel invisible or unrecognized, leading to frustration and possible disengagement.

Question:


1. How do you feel the absence of regular performance reviews affects your understanding of your impact and contributions to the team?
2. In what ways do you think formal feedback could help validate your high work activity and guide your professional development?
3. Have you sought feedback informally, and if so, what have been the outcomes or insights from those conversations?

4. What type of recognition or review process would you find most valuable to ensure your efforts are acknowledged?
 5. How can the organization better support you in tracking your performance and growth given your consistent high workload?
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13. Low Performance & High Work Activity

♦ **Indicators:**

- Low Performance Rating (≤ 2)
- High Emails/Meetings/Work Hours ($> 8/\text{day}$)

 **Possible Impact:** Employee might be working inefficiently or under pressure, leading to frustration over lack of results.


Question:

1. Can you share your perspective on how your high work activity correlates with your current performance ratings?
 2. Could you walk me through your typical daily workflow to identify any areas that might be causing inefficiencies?
 3. Do you feel that the high volume of emails, meetings, or work hours is impacting your ability to deliver effective results?
 4. Are there any specific obstacles or process bottlenecks that you believe are hindering your performance despite your busy schedule?
 5. What additional support or resources do you think could help you balance your workload more efficiently and improve your performance outcomes?
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14. No Recognition Despite Long Tenure

♦ **Indicators:**

- Employee has been with the company for a long time (multiple onboarding records)
- No Rewards Given

 **Possible Impact:** The employee might feel stagnated and unappreciated, leading to dissatisfaction.


Question:

1. How do you feel your long-term contributions and multiple onboarding experiences have been acknowledged within the company?
 2. Can you describe specific instances where you felt your efforts were overlooked, despite your extensive tenure?
 3. Have you discussed your career growth and recognition opportunities with your manager, and what feedback did you receive?
 4. What types of rewards or forms of acknowledgment would make you feel more valued and appreciated for your long service?
 5. How can the organization better support and recognize the contributions of long-tenured employees like yourself to enhance job satisfaction?
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15. Declining Vibe Score & No Leave Taken

♦ Indicators:

- Vibe Score Decreasing Over Time (e.g., 5 → 3 → 2)
- No Leave Taken

 **Possible Impact:** Employee might be experiencing stress but is unable or unwilling to take breaks, worsening mental health.

Question:


1. Can you share how you've been feeling at work recently, especially as your vibe score has been declining?
2. What are some reasons that you haven't taken any leave, even when you might be feeling stressed or overwhelmed?
3. Are there particular aspects of your workload or work environment that you believe are contributing to this sustained stress?

4. How do you think taking regular breaks or leave might impact your overall well-being and performance?
 5. What support or adjustments from the organization would help you manage stress and feel more balanced at work?
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16. High Performance But No Career Progression

◆ Indicators:

- Consistently High Performance Rating (≥ 4)
- No Promotion Consideration

 **Possible Impact:** Employee might feel their hard work is not leading to growth, causing frustration.


Question:

1. How do you feel your consistently high performance aligns with the current career progression opportunities within the company?
 2. Can you describe your expectations for career advancement and how your achievements have been acknowledged so far?
 3. Have you had conversations with your manager about your career aspirations and the possibility of moving into a more advanced role?
 4. What additional skills, experiences, or responsibilities do you believe would help bridge the gap between your current performance and promotion considerations?
 5. How could the organization better support your professional development to ensure that your high performance translates into career growth?
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17. Low Performance & No Vibe Score Updates

◆ Indicators:

- Low Performance Rating (≤ 2)
- No Recent Vibe Score Data

 **Possible Impact:** Employee might be disengaged or unresponsive to company well-being initiatives.


Question:

1. Can you share what factors you believe have contributed to your current performance rating, and are there any challenges you're facing at work?
 2. We haven't seen recent updates to your vibe score—could you tell us how you're really feeling about your workload and work environment?
 3. Are there any obstacles or stressors in your current role that you feel are impacting both your performance and your willingness to provide feedback on your well-being?
 4. What support or resources do you think could help you feel more engaged and better supported at work?
 5. How can we improve our communication or well-being initiatives to ensure you feel comfortable sharing how you're doing, both in terms of performance and overall job satisfaction?
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18. No Leave Taken & No Rewards

◆ Indicators:

- No Leave Taken
- No Rewards Given

 **Possible Impact:** Employee might feel overworked and unappreciated, leading to dissatisfaction.

Question:


1. Can you share how you feel about your current workload, given that you haven't taken any leave recently?
2. Are there any specific reasons or challenges that have prevented you from taking time off?
3. How do you feel about the recognition you receive for your contributions, and do you think more tangible rewards could help boost your motivation?

4. What impact do you believe your continuous work without breaks has on your overall well-being and productivity?
 5. What changes or additional support would you suggest to ensure you feel valued and maintain a healthy work-life balance?
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19. Frequent Unpaid Leave & No Promotion Consideration

♦ Indicators:

- Multiple Instances of Unpaid Leave
- No Promotion Consideration

 **Possible Impact:** Employee may be struggling financially and sees no career growth, leading to frustration.

Question:

1. Can you share any challenges or circumstances that might be contributing to the multiple instances of unpaid leave you've taken?
 2. How do you feel your current role and performance are aligning with the organization's promotion criteria?
 3. Have you had discussions with your manager about your career progression, and if so, what feedback did you receive?
 4. What specific support or changes do you think could help you manage your financial needs while also progressing in your career?
 5. Are there any adjustments to your work environment or responsibilities that you believe could improve your situation and better support both your well-being and professional growth?
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20. Poor Onboarding & No Rewards Given

♦ Indicators:

- Poor Onboarding Feedback

- No Rewards Given

 **Possible Impact:** Employee may feel disconnected from the company and undervalued.

Question:

1. Could you share specific aspects of your onboarding experience that you felt did not meet your expectations or needs?
 2. How do you feel the initial training and integration process could have been improved to help you feel more connected to the company?
 3. In your view, how does the lack of tangible rewards impact your motivation and sense of value within the team?
 4. What additional support or recognition would help you feel more appreciated as you settle into your role?
 5. Are there any suggestions you have for enhancing the onboarding process and reward system to better support new employees like yourself?
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