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| Full Name |  |
| Employee ID |  |
| Position |  |
| Department |  |
| Start Date |  |
| Date |  |

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| Before we begin, is there anything you’d like to say? |
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| What has been your biggest achievement in the last few months? |
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| What do you feel is your main challenge for the year ahead? |
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| Do you feel that yout personal objectives are aligned with those of the company? |
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| If you could change one aspect of your current role, what would it be and how would you implement this change? |
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| If you could change something at a higher level, what would it be and how would you implement it? |
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| Which role would you like to take up next in the company? |
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| In which areas do you feel need to improve? |
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| Which of your abilities make you more efficient and effective at your job? |
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| Do you think your team works well together? |
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| What are the obstacles that prevent you from achieving your goals? |
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| Do you have all the necessary tools and resources to do your job? |
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| If you were responsible for the team, what would you do differently? |
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| How do you prefer to receive feedback? Have you received enough this year? |
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| What changes would you like to see in your working environment? |
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| Do you have any questions? |
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