**60 Great PDR**

**Reviewer Questions**

(…but mainly keep quiet)

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|  | **Reviewing the last period –**  ***ask for evidence*** | Answers.. |
|  | What has gone well? |  |
|  | Of which activity/task/project are you most proud? Why? |  |
|  | What has been achieved? |  |
|  | What, in particular, contributed to these successes? |  |
|  | What activity/task/project disappointed you? Why? |  |
|  | What actions would prevent problems reoccurring? |  |
|  | What parts of your job do you most enjoy? |  |
|  | What do you least enjoy about the job? |  |
|  | What development have you undertaken this year? How useful was it? How did you apply it? |  |
|  | Where do you think you’ve done well over the past period? Examples? Why? |  |
|  | Where do you think you could have done better? Why? |  |
|  | What difficulties / pressure points have there been? |  |
|  | How can things be improved? Systems? Support? Etc. |  |
|  | Describe the highlights / low points of the last both within and outside the department. |  |
|  | What were the difficulties or frustrations? How can we build on these for the future? |  |
|  | What opportunities have you taken up? |  |
|  | What was the best work you did in the last period? |  |
|  | How do you feel you have performed over the last period? Why do you say that? |  |
|  | If you had any training or development, how did it benefit your role? How did it benefit you? |  |
|  | How do you think any new practices / changes / systems over the last period have helped (or not helped) over the last period? |  |
|  | Are there any issues you have dealt with to do with the job? |  |
|  | Have issues from the last review been addressed? What’s happened or changed? |  |
|  | Have you been able to fulfil your professional goals? What about your personal work-related goals? |  |
|  | Have you received the support you’ve needed? |  |
|  | How have your relationships with team colleagues been over the last period? And with me? |  |
|  | Do you feel you’ve been treated fairly / equally? |  |
|  | Do you feel valued by the team .. or me? |  |
|  | **Discussing the current period –**  ***ask for evidence*** |  |
|  | What tasks or projects are you involved in at the moment? |  |
|  | Do you feel you’ve achieved (or you’re achieving) the goals/objectives from your last PDR? |  |
|  | How clear are you about current priorities? |  |
|  | Are you coping with your workload? |  |
|  | Are you OK / happy in your work? |  |
|  | Are there any issues or problems for you right now? |  |
|  | Is there anything you don’t like or understand about your work? |  |
|  | Are you feeling uncomfortable about any aspect of your work life at the moment? |  |
|  | Is the workload manageable or are there any support requirements? |  |
|  | What is important for you to discuss today? |  |
|  | Is there anything further I should do to support you? |  |
|  | What aspects of the job are giving you the most satisfaction at this time? |  |
|  | What are the current problems you want us to discuss? |  |
|  | I’m interested. How do you think things are progressing in the team? What about the department as a whole? |  |
|  | Are you happy with the workplace environment? |  |
|  | Are there barriers that are stopping you from achieving your goals at the moment? |  |
|  | Is there anything you wish to know or ask about? |  |
|  | **Planning future objectives and development** |  |
|  | What objectives, priorities or projects should we agree for the next 12 months? |  |
|  | What support might you need to achieve these? |  |
|  | Are there any perceived blockages to achieving these? How can we address them? |  |
|  | Is anything happening in the 12 months that might affect you and the achievement of these objectives? |  |
|  | What are your opportunities over the next period? And the challenges? |  |
|  | What ideas for the team / section / department do you have? |  |
|  | What improvements could we make as a team? |  |
|  | Work related or not, do you have any personal objectives you’d like to meet in this next period? |  |
|  | What’s the development you think you may need to achieve your objectives? |  |
|  | What are the strengths you can easily deploy to help you achieve your goals this year? |  |
|  | What are some of the improvement areas you think you need to address this period? |  |
|  | Development isn’t just training courses. What other ways of learning / experience would you use for professional and/or personal development? |  |
|  | If there is a need for improvement, what would help you to address and progress? |  |
|  | If there are issues about performance, what development activities can get us to a place of improved performance? |  |
|  | What will you do to get enhance your work performance? |  |
|  | Exactly when shall we follow up and review objectives, performance and development? |  |



**What Reviewees Said…..**

Asked “what would you ask if you were having a PDR discussion with your reviewer?” a selection of reviewees offered these questions.

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|  | **What would *we* ask?** | Answers.. |
|  | How have I done? |  |
|  | How am I doing? |  |
|  | Are my priorities correct at present? |  |
|  | How do you see my role developing? |  |
|  | Do you think my performance is satisfactory? If not, why? |  |
|  | Where does my role sit in our long term plans? |  |
|  | Is there any training that would benefit my role? |  |
|  | Would you like to job shadow my role, so you have a better understanding of it? |  |
|  | What should I continue to do? |  |
|  | What should I stop doing? |  |
|  | What should I start doing? |  |
|  | What improvements do you think I could make? |  |
|  | How can I improve my performance in the next 12 months? |  |
|  | What training courses would benefit me? |  |
|  | What other development do you think would be good for me? |  |
|  | **What would we like to be asked?** |  |
|  | How do you feel about the contribution you have made? |  |
|  | Are you happy in your role? |  |
|  | How can we communicate better with you? |  |
|  | How can we improve the working relationship? |  |
|  | Structure of the role – upcoming possible changes |  |
|  | How do you think you’re getting on? |  |
|  | Where do you see your role in the future? |  |
|  | Is there anything you’re unhappy about? |  |
|  | Have you achieved anything in particular that you want to share from this past period? |  |
|  | Is there anything I can do to support you better? |  |
|  | Do you enjoy your work? Are there any parts you enjoy more than others? |  |
|  | What’s been a challenge for you and did you get the support to help you through it? Have I helped? |  |
|  | How do you feel you are working with the team? |  |
|  | Are there ways we work as a team that can be improved? |  |
|  | Are there any issues or problems we should talk about? |  |
|  | Do you feel that you’ve had good leadership/direction? |  |
|  | Do you feel you have been treated fairly or equally? |  |
|  | Do you feel valued or appreciated? |  |
|  | Do you need any assistance? |  |
|  | Are there any personal development programmes you’d like to attend? |  |
|  | Have your confidence levels improved? |  |