



## **Employee 7 Question Review Form**

Company: \_\_\_\_\_ Name of Staff Member: \_\_\_\_\_

Period of Review: \_\_\_\_\_ Date: \_\_\_\_\_

**1. How are you going?** - Aimed as a general and opening question to establish rapport.

**2. What have you achieved since we last met?** - To determine progress since the previous meeting:

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

**3. What will you achieve between now and the next time we meet?** - To establish the action plan until the next meeting:

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

**4. What technical or operational challenges do you currently face and what's your suggested solution?**

**5. What people issues do you face (including if any with me) and what's your suggested solution?**

**6. What ideas or suggestions do you have to improve the company and your job?**

**7. What can I personally do for you?** - To demonstrate and deliver care and to conclude the session.

Date of next review:

---

[Date]