



# Performance Review Questions Template

For Individuals, Managers and Peers

# Self-Evaluation Template

The self-evaluation segment of the performance review is an opportunity to share your own perspective on your performance, actions, and decision-making. Employees perform self-evaluations by reflecting on their projects and sharing what they want to accomplish at the company and in their careers.

This is your chance to advocate for yourself. Before you get started, take the time to reflect on your wins, challenges, needs, and goals before getting started. Below are some self-evaluation review questions.

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1. What aspects of your job do you enjoy the most? What aspects do you enjoy the least?
2. Is there any part of your job that you would prefer to do more than another? If so, what is that part and why do you prefer it?
3. What was your greatest achievement during this performance period?
4. Which goal(s) did you meet? What enabled you to meet them?
5. What elements of your job do you find most challenging that you would like to work on?
6. What are three areas in which you would like to develop to continue growing at this company?
7. What elements of your job interest you the most and the least?
8. What do you think you should do differently next year and why?
9. How can your manager better support you and help you achieve your goals?
10. How well do you provide constructive feedback to others?

# Manager Template

On a direct report evaluation form, managers have an opportunity to discuss competencies, communicate expectations, and course-correct when an employee is headed down the wrong path. Sample direct report evaluation questions include:

Below are some sample manager review questions.

1. What is an area where you've seen this person excel in the last X months?
2. What's an area in which you'd like to see this person improve? Please provide examples from the last X months.
3. How has this person meet their performance goals in the last X months?
4. How well did this person manage their workload in the last X months?
5. How well did this person adapt to changing priorities in the last X months?
6. How well did this person communicate with others in the last X months?
7. What are some areas of focus that could benefit this person?
8. What role does this person have on the team and what impact they have had?
9. What are some positive interactions you have noticed between this person and others?
10. What is the company value that this person most exemplified in the last X months?

# Peers Template

Peer feedback is a valuable part of 360 performance review process, as it provides a safe space for colleagues to highlight the strengths and areas of opportunity in an employee's performance over a certain period of time. And also reflect on successes and challenges in past projects they have worked on together. This gives managers valuable context as to how their reports collaborate with others.

Below are some sample peer review questions.

1. Does this employee effectively communicate with others or with you?  
What impact did that have?
2. How effective of a leader is this person, either through direct management or influence?
3. Does this person find creative solutions, and own the solution to problems? Are they proactive or reactive?
4. How would you rate the quality of the employee's work?
5. How has this person's work impacted your ability to deliver on your goals?
6. Does this person follow through on goals and expectations?
7. To what extent and how does this person involve the right stakeholders in their work?
8. How well has this person set and met deadlines over the last X months?
9. What have been this person's successes and challenges over the last X months?
10. If you could give this person one piece of constructive advice to make them more effective in their role, what would you say?

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# About Omni

Omni is an all-in-one HR management software on a mission to help modern companies build engaged, high-performing teams.

Until now, there is no employee management software that is built to holistically support the end-to-end employee lifecycle. Most HR teams and managers end up managing part (or all) of their people processes manually and losing valuable time syncing data across different teams and disjointed systems.

We believe that the world of work has changed – so we're building the tools for it.

Omni is creating a customizable all-in-one HR solution that adapts to how companies operate. We want to help organizations streamline their entire employee management lifecycle and turn complex, manual processes into intuitive, automated workflows.

With Omni, HR managers and business owners can free up valuable time to focus on what matters most for their business.

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