



Interviewer Self -Evaluation After Performance Review with Employee

Did I create an open and acceptable climate?

Was the purpose and process for the interview clear?

Was I prepared?

Was the employee prepared?

Did I really try to understand my employee?

Did I give clear and specific feedback?

Did I learn anything about my employee I didn't already know?

Did the employee agree with my evaluation?

Did we reach mutual agreement and understanding about problems and goals for improvement?

Was the review meeting motivating?

Did the review strengthen my relationship with my employee?

Did the employee leave with a clear understanding of his/ her performance?

Did the employee learn anything new about me?

Does the employee have a clear understanding of steps required to improve his/her performance?

Does the employee know I will do what I can to support his/her goals?