

## TOTARA PERFORM:

# EXAMPLE ANNUAL APPRAISAL QUESTIONS

*Use the ideas in these templates to build your own appraisal activities in Totara Perform*

### LOOKING BACKWARD

*What has gone well this year?*

- *What are you most proud of?*

*What challenges have you had this year?*

- *How have you overcome them?*
- *Is there anything you would do differently next time?*

*What motivates you at work?*

- *How can we ensure you stay motivated?*

*What strengths do you bring to your role?*

*What areas of the role do you find most difficult?*

- *What can we do to help you improve in those areas?*

*How would you rate your performance over the year?*

### LOOKING FORWARD

*What are your priorities for this coming year?*

- *How confident do you feel in achieving these priorities?*
- *What challenges will you have to overcome to achieve your priorities?*
- *What steps can we take to help you achieve your priorities?*

*What are your longer term ambitions?*

- *What steps can we take to help you achieve them?*

### MANAGER FEEDBACK

*What feedback do you have for me?*

- *What else can I do to support you in your role?*

