

# Performance Review Questions by Category

Before drafting review questions or a sample performance review form, start by selecting the broader category of employee qualities that you want to measure. Some ideas include:

- **Leadership:** How well does an employee manage and motivate other people?
- **Project Management:** How does this person approach completing their work product, and do they demonstrate strong time management skills when doing so?
- **Culture:** How well does this person reflect the company values?
- **Career Development:** What can this person do to improve their work product and working relationships at the company?
- **Impact:** How much of a contribution does this person make to the organization?
- **Problem Solving:** How does this person approach challenges?
- **Communication Skills:** How well does this person interact with co-workers? Do they have a positive attitude, or are they always making negative comments?

The exact mix of employee qualities that are featured in a review is dependent on what an organization identifies as an important. Here are some example questions within each of these categories.

## Leadership

- How effective of a leader is this person, either through direct management or influence? Does this person help improve the skills of the people around them?
- How can this person improve their leadership?
- What specific examples of leadership can you share? What leadership skills do they exemplify?

## Project Management

- How well does this person set and meet deadlines?
- How effectively does this person prioritize their workload?
- How timely is the employee about the completion of their work?

## Culture/Values

- Provide an example of one company value they brought to life and how
- How does this person stand up against the pillars of company culture?
- What have been their successes? What are their challenges?

## Career Development

- If you could give this person one piece of constructive advice to make them more effective in their role, what would you say?
- Overall, what areas of focus do you think could most help this person grow in their career?

## Problem Solving

- Does this person own the solution to problems? Are they proactive or reactive?
- How well does this person illustrate new thinking/novel approaches to tough challenges?
- Does this person come up with new ideas, fresh approaches, and innovative solutions in their work?

## Communication

- Does this employee effectively communicate with others?
- How well does this person give feedback to others? How are they at receiving feedback or constructive criticism?
- How well does this person work on a team; how effective are they as a 'team player'?
- How would you recommend this person improves their interpersonal skills?

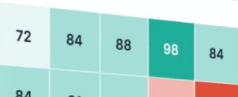


## Put this template into action

Join the **2,000+ organizations** that use Lattice to help power their People strategy.

[Schedule a Demo](#)

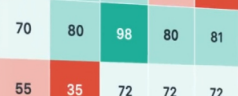
Collaboration



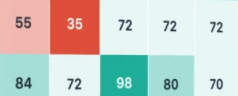
Feeling valued



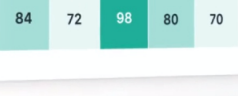
Team culture



Management



Commitment



How like  
Trellis as

Not at all like

0 1



Lattice APP  
Public praise was submitted in Lattice

Adrian received public praise from Luc!

You handled that tough customer conversation today like a PRO! So glad to have you on the team!

Chen Wind, Carry Water

You'r

03 Feb