

**Suggested Questions for Conducting Effective Annual Reviews**  
**IUSM Office of Faculty Affairs and Professional Development**  
**March 2014**

**Below is a menu of sample questions for conducting effective annual review meetings.**

**Encourage Self –Reflection**

- What do you enjoy about your work?
- How would you describe your level of satisfaction?
- What are the good and/or bad things about the job?
- What are your strengths and weaknesses?
- How do you think you did in achieving the goals you had set for yourself last year?
- In what areas did you excel?
- What areas need improvement?
- What are some challenges/obstacles faced in reaching goals?
- What are your goals for the coming year?
- How would you describe your progress in achieving those goals?
- What is it that gives you the most energy?
- What are you doing to grow/nurture that energy?
- What do you like the most about your job?
- How do you think this year has gone?
- Where did you struggle?
- What project didn't go so well last year and what did you learn from that experience?

**Understand Needs and Interests**

- What do you love to do most?
- What do you need to do your job better?
- Is there anything you wish you could do?
- What are some of your frustrations? Why?
- In what area do you find yourself procrastinating?
- What do you want to be doing in 3 to 5 years?
- How are you getting there?
- Do you feel momentum building?

**Discover What Motivates your Faculty**

- What are your goals for the next year and why did you select these as your goals?
- What informs you that you are doing a good job?
- What gets you excited?
- What is your stretch goal?
- What do you do that satisfies you the most?
- What do you value about your work?
- What makes you feel good about your work?

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**Determine Retention and/or Support Strategies**

- What barriers do you think get in the way of achieving your goals?
- What is your measure of doing a good job?
- What do you need from leadership?
- What resources do you need to help you?
- What can I do to help?
- What can the department do for you?
- What could you stop doing/take off your plate that you don't enjoy?
- What would you do less of to free up time for other work more meaningful to you?
- How should we invest in your future?
- How can we make your job better?
- How can I help you with transitions?

**Help Faculty Develop Specific Strategies for Improvement**

- What are you hoping I don't ask you about?
- What do you wish I would ask you about?
- How do you effectively balance the various parts of your job?
- What additional knowledge or skills could make you more effective, and how will you acquire them?
- What is your plan for staying focused on your goals?
- How should we tackle differences in [X]?
- What kind of follow up would work best to help you stay on track with progress toward your goals?
- If you could what would you get rid of?
- If nothing changes in a year, what do you think are the implications?

**Help Refine Focus**

- What has become more clear to you since your last review?
- What are you trying to make happen in the next 3 to 6 months?
- How will you prioritize?
- Where do you see yourself in 5 years?
- Give me your elevator speech (describe your niche/focus in 30 seconds). What are you doing that doesn't fit in this niche?