

TOP 5 QUESTIONS YOU MUST ASK DURING YOUR NEXT REVIEW



Summary: *With the end of the calendar year fast approaching, many employees are preparing for their annual job review. Here are five must-ask questions for the review.*

As 2014 comes to a close, millions of employees across the country are preparing for, and dreading, their **annual performance reviews**. These can be very stressful meetings, even for the most successful employees. We will provide you with the top 5 questions you must absolutely ask during your upcoming performance review in this post.

What Training Do You Recommend to Improve My Performance?

Maybe your job title has not changed over the past handful of years, but it is likely that the job description or tasks have changed. Because of this, you must absolutely ask the person you are meeting with if there is any training out there that can help to improve your performance. You might not even have to ask this question. The manager might bring it up, but you must make sure you do not get defensive when told you need to improve.

What Must I Do to Reach the Next Level?

An annual review is the perfect time to get a feel for where you stand with the company. You should never beat around the bush during these reviews, which is why you must be blunt when asking questions, especially this one. When you ask a **question about being promoted**, you show the company that you are dedicated to sticking around and watching the company grow.

What Can I Do to Help the Management Team?

Even if you have already received an excellent review from your manager, you should still **ask this question**. It will show the company that you are concerned about people other than yourself and that you want your co-workers and the company to succeed. By offering to help, you could be setting yourself up for a leadership position or a promotion in the near future.

How Can I Meet the Department's Priorities This Coming Year?

As you sit in the annual review, be sure to ask the manager what the department priorities are for the coming year and how you can meet them. When you know exactly what it is that your employer wants to do, it can help your performance and eventual review in the coming year. You will show the manager you are willing to be part of the solution when asking this question and not just what your role is within the organization.

Can We Schedule Another Meeting?

The annual review can provide employees with a couple of surprises no matter how well they prepare. If this is the case, you need to ask to schedule a follow-up meeting with your manager to discuss anything he or she said you need to improve upon. This meeting will be a good time to ask any follow-up questions you might have.