

The Personal Progress Interview

Appraisals are old-fashioned, impersonal and a frequently dreaded time of year, unpopular with managers and employees alike.

The Personal Progress Interview (PPI) takes a fresh look at the conversation. My own advice to clients is to arrange PPIs on a quarterly basis as a minimum.

Step 1 – Asking for feedback

I'd like to ask for your feedback on how things are going:

What do you like best about working here at the moment?

What do you like least about working here at the moment?

What would you most like to change about the work you do here at the moment?

In each case, leave time for good conversation and make sure that your team member feels heard.

Step 2 – Giving feedback

I'd like to give you my feedback on how things are going:

What I like best about the work you are doing is...

What I like least about the work you are doing is...

What I would most like you to change about the work you are doing is.....

Name of manager:

Signature of manager:

Name of employee:

Signature of employee:

