

# Evaluating Performance - One To One Feedback Form

Associate's Name:	
Associate's Job/Roles:	
Date and Time:	
Manager Name:	
Store Number:	

**Instructions:** Prior to your meeting, complete topics one through four for everyone and topics five and six for leaders of others. Review the questions on page two to prepare for this meeting.

**1. Key areas/performance/goals updates to share with associate:**


**2. Positive Associate Feedback:**


**3. Areas of Opportunity Associate Feedback:**


**4. Skills Matrix** Utilize the most current ratings on the store Skills Matrix and together determine which 1-2 areas of training are needed:

1.	
2.	

**5. What leadership focus are you going to work on improving this month?**

Supporting Employee Experience	Growing Yourself	Developing Your Team	Driving Your Business
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**How?**


**6. What operational focus area are you going to work on improving this month?**

People Management	Inventory Management	Loss Prevention	Helpful Customer Service
Acehardware.com	Marketing and Promotions	Business to Business (B2b)	Financial Management

**How?**


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Ask probing questions from these categories:

**Note:** For stores on the Gallup Q12 [Employee Engagement survey program](#), include a question from your focus area of opportunity as a form of follow up to your survey results.

1. Work habits and associate performance (stay interview questions)
  - If you could change something about your job, what would that be?
  - What would make your job more satisfying?
  - What talents are not being used in your current role? What's your side gig?

**Notes:**


2. Levels of Engagement (stay interview questions)
  - When you travel to work each day, what things do you look forward to?
  - What are you learning here?
  - Why do you stay here?
  - When was the last time you thought about leaving our team? What prompted it?
  - What can I do as your manager to make working here better?

**Notes:**


3. Professional development goals and plan
  - What are some skills or areas of the store you would like to get better in?
  - How are you progressing on your short or long-term goals? How can I help you?
  - What do you see as your next career move?
  - Which part of your job do you feel is the most relevant to your long-term goals?

**Notes:**


4. Team Collaboration
  - Who inspires you on the team? Why?
  - Would you like to receive more feedback from other team members?
  - Do you feel comfortable giving feedback to others?
  - Do you have any suggestions for improvement in the way we work together?

**Notes:**
