

Motivation Through Commitment & Accountability Questionnaire

1. What are your favorite parts of your job and least favorite parts and why?
2. What types of work groups energize and motivate you?
3. What job duties do you find are too challenging and not challenging enough?
4. What areas of your job would you like additional training?
5. What areas of your job require more guidance from your supervisor?
6. What areas of your job would you like less supervisory involvement?
7. What decisions do you want input in and be a part of?
8. What does genuine appreciation look like to you?
9. How do you like to be given genuine appreciation?
10. What part/s of your job do you feel passionate about?
11. What part/s of your job makes you feel accomplished?
12. Where do you think you have opportunities for improvement?
13. What areas of the company would you like to gain more knowledge?
14. What type of communication works the best for you?
15. Tell me about a time that you think your work performance was exceptional.

Keys To A Successful Employee Meeting

* Communicate in advance the goal of the questionnaire
* Give the questionnaire at least two weeks in advance
* Schedule at least an hour per employee
* Use as a base for an action plan
* Listen, listen, listen
* Take good notes, ask for clarification
* Meet in a confidential, neutral location
* Schedule a follow-up