



Observer Interview Questions

DATE: _____

NAME: _____

ROLE/TITLE: _____

OBSERVING: _____

CONSULTANT: _____

GENERAL OBSERVATIONS/COMMENTS

OBSERVER FEEDBACK

What motivates this individual?

What is his/her role?



What are his/her expectations of that role?

What are the usual/normal characteristics, skills and experiences needed in order to perform that role effectively?

Does he/she have weekly, monthly and or annual goals?

Who does he/she interact with on a daily basis?



What are his/her communication/relationship building challenges?

What are his/her communication/relationship building strengths?

Is this individual more task-oriented or people-oriented? Explain.

How is this individual perceived by you in terms of his/her current contribution, or potential contribution level to this organization?



How could this individual improve or enhance his/her performance and/or become more effective?

What is the scope and extent of the current performance management process in place that this individual takes part in at this organization (ex: monthly coaching or performance management meetings, team meetings, annual performance evaluation)?

Share any other facts, information or insights you would like as it relates to this individual and his/her role and performance at this organization?

Is there anything else I should speak with regarding this individual's role and/or development?