

## Pre-Implementation Survey



Hey, thanks for taking the time to share your current experience.

## Your People Ops Team

Your name

## Performance Processes

1. The frequency of performance reviews is about right.

☐ Disagree☐ Neutral☐ Agree

2. The process takes the right amount of time each cycle.

☐ Disagree☐ Neutral☐ Agree

3. The performance review process is streamlined and easy to use.

☐ Disagree☐ Neutral☐ Agree

4. The performance review process helps me continually improve and achieve my objectives & KPI's.

☐ Disagree☐ Neutral☐ Agree

5. At the end of each review cycle, how relevant were the objectives and KPI's previously set vs. what you actually worked on and achieved?

[illegible]

6. I am satisfied with the current performance review process.

☐ Disagree☐ Neutral☐ Agree

7. Any additional thoughts or comments on the current performance review process?

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## 1-on-1 Meetings

8. How often do you catch up for a 1-on-1 meeting with your manager?

☐ Weekly☐ Fortnightly☐ Monthly☐ 6 Monthly☐ Annually☐ Ad-hoc☐ Never

9. How long do you typically spend catching up?

☐ Less than 30 mins☐ 30-60 mins☐ More than 60 mins

10. How effective or valuable are these catch ups to you personally?

[illegible]

11. Which items best describe your catch ups and the topics covered?

- ☐ Updates on work completed
- ☐ Future focused conversation
- ☐ Company values and culture
- ☐ Learning and Development
- ☐ Career progression
- ☐ Roadblocks & challenges
- ☐ Backward looking review of activities

12. If you could choose - how often would you like to catch up with your manager?

- ☐ Weekly
- ☐ Fortnightly
- ☐ Monthly
- ☐ 6 Monthly / Annually

13. Any additional thoughts or comments for 1-on-1 meetings?

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## Objectives or KPI Setting Process

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14. How often do you currently set objectives?

- ☐ Monthly
- ☐ Quarterly
- ☐ 6 Monthly
- ☐ Annually

15. How often do you currently review progress towards your objectives?

- ☐ Fortnightly
- ☐ Monthly
- ☐ Quarterly
- ☐ 6 Monthly
- ☐ Annually

16. How often do you currently review progress towards your objectives?

- ☐ Weekly
- ☐ Fortnightly
- ☐ Monthly
- ☐ Quarterly
- ☐ 6 Monthly
- ☐ Annually

17. How effective are these current practices for achieving your objectives?

- ☐ Achieve all goals
- ☐ Achieve some goals
- ☐ Achieve few goals
- ☐ Goals not achieved
- ☐ My real work often deviates from my goals

18. Any additional thoughts or comments on objectives?

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## Feedback & Praise

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19. How often do you get feedback or praise on your performance from your manager?

- ☐ Weekly
- ☐ Fortnightly
- ☐ Monthly
- ☐ Quarterly
- ☐ 6 Monthly
- ☐ Annually

20. How often do you get feedback or praise on your performance from your other team members?

- ☐ Weekly
- ☐ Fortnightly
- ☐ Monthly
- ☐ Quarterly
- ☐ 6 Monthly
- ☐ Annually

21. If you could choose, how often would you prefer to receive feedback or praise?

- ☐ More frequently
- ☐ Same as current
- ☐ Less frequently

22. Any additional thoughts or comments on feedback & praise?

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