

# 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.

Name of manager:

## 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.....**

Signature of manager:

Name of employee:

Signature of employee: