Manager Questions to increase Relevance of Goal Communication

These questions help managers to ensure that employees understand how their goals relate to strategic objectives.

- How much do my employees know?
- Why should they care?
- What is their primary interest or concern?
- Do they have preconceived notions?
- Do they have past experience with this?
- What questions will they have?
- Are there other burning issues that they will expect me to address?

Key Manager Questions for Objective Setting

These questions help managers to ensure that employee’s objectives are achievable and relate to business objectives

- Are the goals relevant to the business?
- Is the scope of the goals appropriate?
- Are there too few or too many goals?
- Are the goals coordinated with others’ goals?
- Are the goals results-based and measurable?
- Are measures of success set at the right level?
- Are goals practical or achievable?
- Is achievement of goals under employees’ control?
- Does the employee have the skills necessary to achieve goals?
- Is the goal truly a goal or a competency?