

# Annual Check-in Interview



Name _____	Date _____
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*I wanted to take a moment to let you know how much I and the company appreciate you and the work that you do. I really want great employees like you to have a positive working experience, so I'd like to get a better understanding of what you like most about working here, what motivates you to come in every day and how we can make it an even better experience for you.*

What has been the highlight of the year so far?

If you won the lottery and didn't have to work anymore, what would you miss most about your job?

What keeps you working here:

Think back to a time when you have been at least slightly frustrated or anxious in your job. What were the factors that most contributed to that frustration?

What eventually happened to lower that frustration?

What support or feedback can we provide?

Have you ever thought about leaving? If you have, what was it that made you consider that, and why did you decide to stay?

What would you like to accomplish in your career that you aren't sure you would be able to accomplish here?

On a scale of 1-5, 5 being the most happy, how happy are you in your job so far?  
What would need to happen to make that a 5?



If you were trying to recruit somebody into our company, what would you tell them about why this is a great place to work?

Is there anything else that is important to you that we didn't cover in this meeting?

*Thank you for your candid feedback. I want you to be happy here, so it's important that I know how you're feeling. If you're ever feeling frustrated or thinking about leaving, please come to me, and if you think of anything we didn't address here, will you share that with me?*