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Name/Date

What office processes do you think need the most improvement?

Do you have any suggestions on how to improve them?

If there were only one thing in the office you could change what would it be?

What would help you to do your job better/more efficiently?

What are the most important things for you to achieve in the next 12 months?

What do you think deserves recognition/award?

There is no such thing as perfect management. If you could change one thing regarding management what would it be? Regarding me, upper management, corporate?

What questions do you have of me?