

Performance Checklist

Before conducting a performance management session, answer all of the questions about the employee and the situation.

1. Have I defined the job description and skills required to do the job? Yes No

2. What is the specific difference between _____ the present performance level and the _____ desired performance level? _____

3. Is the difference important? Yes No

4. Define the impact the performance gap has on:

Me: _____

The employee: _____

The department or team: _____

The organization: _____

5. Is my performance standard realistic? Yes No

6. Does the employee know what is supposed to be done and when? Yes No

7. Are there positive consequences for positive performance? Yes No

Are there negative consequences for poor performance? Yes No

Describe the consequences: _____

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8. Is the employee willing to do the job?

Yes

No

If no, why not? _____

9. Is the employee able to do the job:

Does the employee have adequate resources?

Yes

No

If no, what specifically does the employee need? _____

Can the employee overcome obstacles affecting performance on his/her own?

Yes

No

If no, what specific obstacles and how can I help remove them? _____

Does the employee have the skills to do the job?

Yes

No

Do I have time it will take to sufficiently train and orient this person?

Yes

No

10. Have I been giving high quality feedback?

Yes

No

11. What specific behavior will I seek to change? _____

What feelings and beliefs may be causing the current behavior? _____

