

Employee name:

Performance questions

Yes or no?

- 1 Do most of the scores on the performance appraisal form exceed expectations for the role that he/she is in?
- 2 Does the employee have at least once score on his/her performance appraisal which is higher than the expectation for the role the he/she is in?
- 3 Does the employee's overall score on his/her performance appraisal meet expectations and are all the individual scores on the form show either in the meets expectations range or the exceed expectations range?
- 4 Does this employee consistently complete his/her work on time (or ahead of schedule), to the right level of quality and collaborates successfully with other team members?
- 5 Does this employee correct his/her behavior when they are shown were to improve on his/her performance?
- 6 Does this employee show appreciation for support from others and recognize the efforts of others on the team on a regular basis?
- 7 Does this employee show behavior that he/she cares about what the customer needs and takes action to ensure customers are satisfied?
- 8 Does this employee show regard for the organization and its goals and values when he/she makes decisions?
- 9 Does this employee voluntarily coach and help others on the team to understand what needs to be done and how?
- 10 Has this employee received any recognition prize - employee of the month or any other formal recognition program?
- 11 Have customers written letters or verbally recognized the efforts of this employee?
- 12 Is this employee a key contributor to the team or organization - do you heavily rely on his/her contribution to succeed as a team/organization?

Total number of Yes answers

% of yes answers

12

Potential questions

Yes or no?

- 1 Could this employee go up two more levels in the organization (promotions) **in the next 5 years** from his/her current role?
- 2 Could this employee take on a new more senior role and be promoted to the next level **within the next 12 months**?
- 3 Does he/she show commitment to the company and its values?
- 4 Does this employee show commitment to his/her own development and regularly seeks out opportunities to learn new skills even if that needs to happen in his/her personal time (evenings/weekends)?
- 5 Does this employee voluntarily take on additional tasks when needed to achieve team results?
- 6 Does this person behave in a way and communicate in a way that makes it easy for those at 3 levels higher to understand and interact with him/her?
- 7 Does this person display leadership skills i.e. takes initiative in starting improvement projects, delivering on the promised results, communicating well with others?
- 8 Is he/she willing to be in new roles for periods of time, which is very different from his/her usual role?
- 9 Is this employee motivated to learn new skills and is he/she able to absorb and correctly implement new information and training in topics that are valuable to the company?
- 10 Is this someone whom you can easily take to customer meetings without being concerned about possible behaviors or comments which could harm the account with that customer company?
- 11 Will it benefit the company greatly if you developed the skills and competencies of this person over the next few years?

Total number of yes answers

% of yes answers

11

EXAMPLE

Joe would be just below the midrange on Performance (vertical scale) and he would be below the middle range on the horizontal access.