

HIGH PERFORMANCE CHECKLIST

The following is a checklist to assist you in identifying areas in your business where you may need to improve systems to get the best performance from your staff.

	Recruitment	Circle Appropriate Response	
1	Have you been successful in recruiting suitable candidates for vacancies in your business in the last 12 months?	Yes	No
2	Do you have up to date job descriptions for existing and new roles in your business?	Yes	No
3	Do you have person specifications for existing and new roles in your business?	Yes	No
4	Are all of your hiring managers competent in interviewing and selecting staff?	Yes	No
5	Do you carry out thorough verbal reference checking on candidates?	Yes	No
6	Do you use skills testing and behavioural assessments as part of your recruitment process?	Yes	No
7	Do you have an effective recruitment strategy in place to hire the people your business will need in the next 12 months?	Yes	No

	Motivation	Circle Appropriate Response	
1	Do all of your staff have measurable targets associated with their roles?	Yes	No
2	Do your staff receive at least quarterly reports on their actual results compared to targets?	Yes	No
3	Have you measured employee satisfaction in the last 12 months?	Yes	No
4	Do you have a happy working environment in your business?	Yes	No
5	Does your organisation have a culture of outstanding teamwork and communication?	Yes	No
6	Do you feel that most of your staff really believe in your business and are totally committed to doing the best job they can every day?	Yes	No
7	Are you satisfied with staff turnover rates in your business?	Yes	No
8	Do you conduct exit interviews with staff leaving your business?	Yes	No
9	Do you review behavioural assessment data for exiting staff to continuously improve recruitment processes?	Yes	No

	High Performance	Circle Appropriate Response	
1	Do you have a performance appraisal system in place?	Yes	No
2	Do you evaluate staff based on competencies that are relevant to their jobs?	Yes	No
3	Have all of your staff been given formal feedback on their performance in the last 12 months?	Yes	No
4	Are all of your managers competent in delivering feedback and managing staff to achieve the targets set for them?	Yes	No
5	Are all of your staff meeting your expectations in terms of their performance?	Yes	No
6	Does your organisation participate in 360 degree feedback?	Yes	No
7	Do you provide effective training and development to improve performance?	Yes	No
8	Is poor performance dealt with quickly and effectively in your business?	Yes	No
9	Do you have staff in your business who consistently exceed your expectations in terms of their performance?	Yes	No
10	Have you identified the key strengths of individual staff members?	Yes	No
11	Do staff have individual development plans in place to build on their strengths?	Yes	No

HIGH PERFORMANCE ACTION PLAN

Enter below the items from the checklist that you want to take action on.

Priority	Action	Deadline
1		
2		
3		
4		
5		
6		