



**EMPLOYEE ASSESSMENT**

EMPLOYEE (HIGH CONTRIBUTOR):					
WORK DUTIES	1	2	3	4	5
Documentation					
Diagnosis and improve employee performance					
Conducting performance reviews					
Coach and provide feedback to employees					
Developing top performers					
Dealing with negative attitudes					
Managing conflict					
Holding self accountable					
Setting expectations					
Connection of role to the mission and values					

<Turn Over for Low Contributor>

Legend

- 1 = Knows about
- 2 = Knows how
- 3 = Demonstrates task
- 4 = Accomplishes daily
- 5 = Teaches others





**EMPLOYEE ASSESSMENT (PAGE 2)**

EMPLOYEE (LOW CONTRIBUTOR):					
WORK DUTIES	1	2	3	4	5
Documentation					
Diagnose and improve employee performance					
Conducting performance reviews					
Coach and provide feedback to employees					
Developing top performers					
Dealing with negative attitudes					
Managing conflict					
Holding self accountable					
Setting expectations					
Connection of role to the mission and values					

Legend

- 1 = Knows about
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