



Maximizing Employee Performance A Checklist

Do you have a clearly defined corporate mission and goals?	Y N
Is your organizational structure clear?	Y N
Is your reporting structure clear?	Y N
Are your corporate goals and objectives well defined?	Y N
Do you have written job descriptions for all positions in your organization?	Y N
Do your employees know what they are accountable for? Do they have personal objectives?	Y N
Do you have a consistent hiring process?	Y N
Do you have a good orientation process for new hires?	Y N
Are your training programs well advertised and adequate?	Y N
Do you have a coaching or mentoring process for employees?	Y N
Are all of your supervisors and managers well trained in “people management”?	Y N
Does important information always reach all of your employees?	Y N
Is there good communication in your company, top-down and bottom-up?	Y N
Are your policies well defined?	Y N
Do you have an employee handbook of policies?	Y N
Are your procedures and work processes well defined?	Y N
Are your compensation packages competitive?	Y N
Are your wages competitive?	Y N
Are your benefits competitive?	Y N
Do you have a good bonus or pay-for-performance system?	Y N
Do you have a good performance management process?	Y N
Does your performance appraisal process focus on positive, continuous improvement?	Y N
Have you ever been legally challenged on an employee termination?	Y N
Is your company equipped to manage through a union organizing	Y N

attempt?	
Do you have a confidential counseling program for troubled employees and their families?	Y N
Do you have a process for successfully resolving employee conflicts?	Y N
Do you have a process for dealing with management–employee conflicts?	Y N
Do your employees use very few “sick days”?	Y N
Do you have a lot of long-term employees?	Y N
Is employee turnover minimal?	Y N
Is your employee output/production at maximum?	Y N
Are all of your employees reliable and rarely absent from work?	Y N
Is your morale high?	Y N
Are your customers regularly satisfied that you meet or exceed their expectations?	Y N
Do your employees participate in various office gatherings or events?	Y N
Are your WCB costs as low as they can be?	Y N
Do you have a Privacy policy?	Y N

If you answered “NO” to any of the above, it may be time to look at your organization with the objective of maximizing your employees’ performance to improve business results. Take the Free Site Tour of the HR Power Centre. Then take action and join now!