

Maximizing Employee Performance Checklist

- Do you have a clearly defined corporate mission and goals?
- Is your organizational structure clear?
- Is your reporting structure clear?
- Are your corporate goals and objectives well defined?
- Do you have written job descriptions for all positions in your organization?
- Do your employees know what they are accountable for?
- Do they have personal objectives?
- Do you have a consistent hiring process?
- Do you have a good orientation process for new hires?
- Are your training programs well advertised and adequate?
- Do you have a coaching or mentoring process for employees?
- Are all of your supervisors and managers well trained in "people management"?
- Does important information always reach all of your employees?
- Is there good communication in your company, top-down and bottom-up?
- Are your policies well defined? Do you have an employee handbook of policies?
- Are your procedures and work processes well defined?
- Are your compensation packages competitive?
- Are your wages competitive? Are your benefits competitive?
- Do you have a good bonus or pay-for-performance system?
- Do you have a good performance management process?
- Does your performance appraisal process focus on positive, continuous improvement?
- Have you ever been legally challenged on an employee termination?
- Is your company equipped to manage through a union organizing attempt?
- Do you have a confidential counseling program for troubled employees and their families?
- Do you have a process for successfully resolving employee conflicts?
- Do you have a process for dealing with management-employee conflicts?
- Do your employees use very few "sick days"? Do you have a lot of long-term employees?
- Is employee turnover minimal?
- Is your employee output/production at maximum?
- Are all of your employees reliable and rarely absent from work?
- Is your morale high?
- Are your customers regularly satisfied that you meet or exceed their expectations?
- Do your employees participate in various office gatherings or events?
- Are your WCB costs as low as they can be?
- Do you have a Privacy policy?
- Do you have social media workplace policies?

If you answered "NO" to **any** of the above, it may be time to look at your organization with the objective of improving employee engagement and maximizing your employees' performance to improve business results.