

## **Dick Warn's – Employee Performance Evaluation**

In results driven firms, employees are either assets or liabilities. When forced to downsize or make changes, owners must sort the best from the rest. Your honest answers to the following questions should allow you to gain insights -- as seen through the eyes of a business owner.

1. In how many areas has this person exceeded expectations?
2. In how many areas has this person fallen behind?

### **Where agreed expectations have not been met:**

3. Does this person accept responsibility for the shortfall?
4. Is this person working longer hours, later nights, and Saturdays?
5. Does this person seek help and advice from others?
6. Is this person searching for ways to improve their performance?
7. Does this person remain open, honest, and concerned when questioned about their performance – or do they become defensive, closed and difficult?

### **In cases where management and leadership skills are required:**

8. Is this individual a self-driven problem solver?
9. Does this person lead by example?
10. In problem solving situations – is this person a pro-active team member?
11. Has this person earned the respect of the firm's most effective employees?
12. Has this person earned the respect of their fellow workers?
13. Does this person have a firm grasp of the job they have been given to do?
14. Does this person think and work with long-range vision?
15. Does this person treat the firm's money and resources as if it were their own?
16. Would you feel comfortable giving this person the keys to your home?
17. How passionate is this person about the tasks at hand and the firm's future?

***Passion is the fuel that inspires effort; empathy enables people to pull together. Add vision, responsibility, and self-disciplined leadership to a passionate group of people and a trust-based team results. Trust is the glue that binds people together, transforming the difficult into the doable. People love to be on winning teams.***

***The ideal firm is a passion driven team serving the needs of people in a manner that draws additional business. All firms begin with less than ideal. However, ideal should be the objective. Financial security demands continual improvement and firms are either growing or dying – there is no in-between.***

***As an employee, your market value is up to you.***