

Employee Performance Diagnostic Tool



Employee Name:

Indicate how accurately the statements below describe your experience with your employee.

	DISAGREE					AGREE				
1. Results-focused: The employee places your organization's priorities first, takes ownership of results, and overcomes obstacles to produce timely, high-quality work.	1	2	3	4	5	6	7	8	9	10
2. Strategic: a) Employees in executive roles can clearly articulate the strategic framework to decide what work is most important and why, and how success will be measured. b) Employees in other roles take direction well, manage priorities effectively, and collaborate with colleagues to integrate their work with the work of others.	1	2	3	4	5	6	7	8	9	10
3. Efficient and productive: The employee uses performance standards and metrics to continuously improve their personal or team work product. They are an efficient and careful steward of time and money. The employee knows when to advocate for a new approach versus when to follow existing workflows to get the work done.	1	2	3	4	5	6	7	8	9	10
4. Forward-thinking: The employee takes the initiative to ensure their skills and practices are up to date with current advances in their field. They either bring forward new ideas or learn from others, incorporating new approaches without complaint and adapting to changing expectations.	1	2	3	4	5	6	7	8	9	10
5. Growth-minded: The employee takes feedback well, learns from their mistakes, doesn't blame others for poor outcomes, and takes action to improve situations without prompting.	1	2	3	4	5	6	7	8	9	10
6. Respectful: The employee demonstrates humility and respect for others, even when under stress, focusing on work while avoiding petty office politics or interpersonal conflicts.	1	2	3	4	5	6	7	8	9	10
7. Service-oriented: The employee has earned the trust of others, shares information and credit generously, and helps other people succeed.	1	2	3	4	5	6	7	8	9	10
8. Skills are well-matched to job requirements: The employee demonstrates the required level of knowledge and subject matter expertise to regularly achieve results without requiring undue intervention or excessive support from colleagues.	1	2	3	4	5	6	7	8	9	10
9. Working style is well-matched to job requirements: The employee's working style aligns well with the demands of the job. (For example, steady, dependable, and detail-oriented for stable roles; or agile, curious, insightful, and courageous for volatile, uncertain, complex, and ambiguous roles .)	1	2	3	4	5	6	7	8	9	10
10. Behavior is well-matched to organization culture: The employee's social behavior aligns well with your organizational norms and values . (such as collegiality, consensus building, decisiveness, etc.)	1	2	3	4	5	6	7	8	9	10

TOTAL SCORE:

Scoring: Above 90: Superstar Employee. Be sure you have a retention strategy in place.

70-89: Decide if performance coaching would be likely to create an improvement.

Below 69: Consider whether the individual's [work environment](#) or [manager](#) might be a factor. If not, consider replacing this individual.