



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):					
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Conducting performance reviews					
Coach and provide feedback to employees					
Developing top performers					
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