Monthly 1-2-1

Name ______ Date _____

1. What did I accomplish last month? What was most important?

2. What will I accomplish this month? What is most important?

3. What am I doing to embrace our vision and values?

4. My boss can help me by...?

5. Career plans/skill improvement/training gaps?





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People Snapshot

To "ring the bell," your team will need to be aligned with your vision of the future, your core values, and be driven to perform passionately today and into the future. Using the core values established for your company and each individual's performance, passion, and potential for further responsibilities beyond their current role, score each individual on your staff in each category.

Use scores of 1-5:

- 1 Unsatisfactory
- 2 Needs Improvement
- 3 Meets standard
- 4 Exceeds standard
- 5 Far exceeds standard (ready for advancement now)

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Topgrading Interview Format

Education

Please describe:

- 1) schools attended and dates
- 2) grades
- 3) degrees
- 4) high and low points
- 5) people who influenced you
- 6) meaningful work experience during school years

Work History

Start with first full-time job and work forward. For each job please share with us:

- 1) why you took the job
- 2) about your successes and accomplishments (and how you achieved them)
- 3) about your mistakes and failures
- 4) what you liked most and least about the job
- 5) the name of your supervisor (how do you spell their name) and their strengths and weaknesses
- 6) are you willing to arrange reference calls for us? Give us your best guess as to what that supervisor would say about your strengths, weaker points, and overall performance
- 7) the reason you left the job

Self-Appraisal

Please list your strengths and weaker points in detail.

Future

What are your goals for your next job? What are your long-term career plans and goals?





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Corporate Culture Assessment

1 or less = serious problem area.

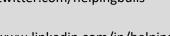
Self Scoring Guide: For each section below, scoring is as follows:

2 = area needs major improvement. 3 = area needs moderate improvement. 4 = area needs minimal improvement. 5 = world-class! **Defining Corporate Culture** My company has a clearly defined cultural statement in writing. Culture has a prominent role in my company's business plan. My executive team regularly discusses company culture. Our corporate culture is a result of proactive intent, not accident. **Measuring the Impact of Culture** Steps are taken to regularly measure employee satisfaction. A formal program to measure employee retention is in place. A formal program to increase employee retention is in place. Our leadership tenure is greater than the U.S. average of 4.6 years. Our executive team has calculated the costs of replacing employees. Assessing the Health of Your Culture _____ We've created an environment where employees feel respected. Our leadership team treats employees as clients. Our employees share a common vision and a common language. _____ Company culture is given regular attention by the executive team. Our corporate management philosophy is to hire right — then get out of the way. Employees are encouraged to introduce new ideas, and rewarded for doing so. We've established an onboarding program to make employees feel welcomed and empowered. __ Our employees are encouraged (and rewarded) for sharing mistakes, not covering them up. Our employees describe their work-life balance as positive. Our employees are passionate about their work.





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Team Engagement Snapshot

Engagement, alignment, and job satisfaction are important and critical to success and allowing you to "ring the bell." Higher levels of employee engagement lead to higher productivity, profitability, and customer satisfaction.

Use scores of 1-5:

- 1 Unsatisfactory
- 2 Needs Improvement
- 3 Meets standard
- 4 Exceeds standard
- 5 Far exceeds standard

Statement		
The company has a clear and inspiring vision		
We have robust core values and we live them every day.		
I understand what is expected of me and how my work serves the		
company's vision and goals		
Feedback on performance and praise for good work happen regularly		
Employees are held to the highest standards and prompt action is taken		
when those high standards are not met		
I have the authority and tools to do my job		
I am fairly compensated		
Transparency and honest communication are fostered		
Exceptional performance is recognized and rewarded		
I am proud to work here		

Total Score of:

5-15	Actively disengaged HERD
16 - 30	Disengaged HERD
31 - 40	Engaged HERD
41 - 50	Ringing the Bell HERD





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Total



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