

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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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

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

1 or less = serious problem area.

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	Score
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 _____

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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