



# TALENT CHECK-UP WORKSHEET

TALENT CHECKUP		CORE VALUES					REASONABLY HIGH PRODUCTIVITY (KPIs)	PERFORMING (YES or NO)
EMPLOYEE NAME								



## INSTRUCTIONS

1. List all core values in the core values section – 1 value in each column.
2. List the name of every employee down the first column.
3. Have each leader rate each of their direct reports as follows:

## CORE VALUES RATING

Color cell green if the employee is consistently demonstrating the core value.  
Color cell red if they have shown a pattern of not demonstrating the core value.

## PRODUCTIVITY (MEETING KEY PERFORMANCE INDICATORS) RATING

At the beginning of each year/quarter – reasonably high and measurable performance standards are set that indicate that someone is doing their job well. These should calibrate with company objectives.

Color cell green if the employee is consistently meeting those requirements.

Color cell red if the employee is not consistently meeting those requirements.

Also put “\*” in the cell if you are really guessing because you have not been properly capturing the measures, have not created clear performance requirements for the position, and cannot know for certain that the person is consistently meeting those requirements.

## OVERALL RATING

A person is either performing or not. There is no in-between.  
“No” if they have any red ratings. Color Red.