



Hirebox for candidates

EMPLOYEE PERFORMANCE PRE-AUDIT

Employee's Initials: Patrick valtin

Position: sales

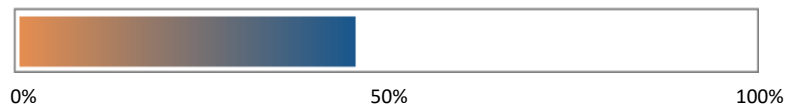
Pre-audit filled by: FilledBy (?)

Date: 10-07-2024

PART ONE: A Performance Assistance Assessment

The purpose of this pre-audit – Part One, is to help you evaluate HOW you can assist/help an employee to optimally perform on their job. You should always use this pre-audit PRIOR to a formal performance review interview; it will make it easier for you to objectively decide what can or needs to be done to help a junior be happier and more productive on the job.

YOUR SCORE: 46 %



WARNING. Your company could provide better assistance to employee. More efforts and intention should be generated from the Management team to help people be happy and successful and on the job.

STRENGTHS :

- A well formulated company vision/basic purposes can be a major source of devotion, passion and dedication to “fight and work hard for a good reason.”
- Using the company vision/purposes as a major management tool is a reminder of why everyone is working so hard: It is not just about money; it is mostly about making customers happy. Forwarding the company vision on a daily basis can be a strong indication of effective leadership.
- When employees know and agree with the company's vision/purposes, they tend to be naturally motivated and more willing to deliver a high-quality work.

- Employees who know what results are expected on their job generally perform better and tend to be more performance-driven.
- You consider that employee presents the needed competences for the specific position.
- You consider that there is a complete job description for employee, describing the exact results, responsibilities, competences and personality required to perform well on the job.
- It seems that there are some written/video materials available to educate employee about their job.
- There appears to be a regular Quality Control done on employee's job.
- There appears to be a formal performance review scheduled with employee.
- Employee has apparently been willing on the job (willing to get trained, to do new things).
- Employee currently seems to WANT to improve on the job.
- Employee seems to have the potential to develop and grow on this job.

WEAKNESSES:

- Evaluated employee does not seem to know the exact purposes of their job, missing out on the opportunity of being naturally motivated and more willing to deliver a high-quality work.
- Evaluated employee does not seem to know how their job should contribute to the purposes of company - potentially leading to a lack of motivation to work hard and to contribute to the success of the group.
- Evaluated employee does not seem to know HOW results on their job are being measured and monitored - which can make it difficult for them to be more performance-driven, as they do not fully understand Management's expectations.
- Evaluated employee does not seem to know what exact responsibilities and duties they are supposed to perform on the job on a daily basis. This is a definite barrier to being productive and performing as per your expectations.
- Evaluated employee seems to be unaware of which specific competences are needed to perform on job. This could prevent them from understanding what they need to learn, in order to be more successful on the job.
- You do not consider that employee has been properly trained to achieve the needed competences.
- You do not consider that employee has been offered a training plan for developing the needed competences.
- It seems that when hired, employee was not given a clear picture of their job expectations, in writing.
- It appears that employee does not review or study their post material on a regular basis.

- There appears to be no company policy specifying a code of conduct for all employees.
- There appears to be no company policy specifying the rules of teamwork among employees.
- There seems to be no formal, standard performance appraisal system for employees.
- There seems to be no formal system of validation/acknowledgment for productive employees.
- It appears that employee was NOT recently invited to a formal meeting/interview, to address performance and well-being on the job.
- It looks like no battle plan has been developed to correct employee and improve their performance.
- It appears that no battle plan has been implemented yet, to correct or improve employee's performance.
- Employee was seemingly UNWILLING to take the job in the first place.
- Employee does not appear to have the right profile for this job.



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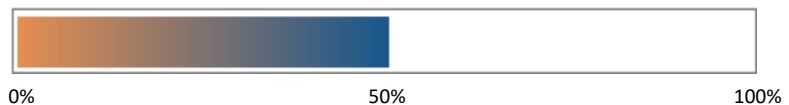
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PART TWO: *A Success & Happiness Contribution Assessment*

The purpose of this pre-audit – Part TWO, is to help you detect how much an employee is (or not) contributing to the success and happiness of the group; are they working on your side or against you and your organization? The ONLY intention in using this assessment should be to help you reason properly when you must make a hard choice: is the concerned individual worth your help... or not?

It will always be your call and nobody else can ever tell you what to do. But this pre-audit assessment will make it easier for you to objectively evaluate how valuable a person is to their team and to your organization.

EMPLOYEE'S SCORE: 51 %



FAIR CONTRIBUTION SCORE. Employee appears to be fairly group/team driven and fairly motivated to contribute to the success and happiness of your organization.

STRENGTHS :

- Employee does not argue with their seniors when given orders, directives or assignments.
- Employee does not (overtly or covertly) criticize the way the business is managed.
- Employee is usually not critical about others in the team.
- Employee does not demonstrate a strong tendency to lie.
- Employee does not try to hide wrong actions, mistakes or goofs.
- Employee usually does not tend to blame others for their misfortunes.
- Employee demonstrates a real interest in the group's purposes and values.

- Others in the group are often uplifted by employee's attitude.
- Employee does not usually spread rumors and bad news.
- Employee usually keeps their promises.
- Employee has never threatened to undertake legal action against the company.
- Employee does not tend to hide their true intentions.

WEAKNESSES:

- Employee seems to demonstrate poor results on the job, failing to perform according to expectations or per their job description.
- Employee tends to complain often about their conditions on the job.
- Employee often attempts to justify or excuse their lack of results/performance.
- Employee tends to be critical about me (senior) - sometimes behind my back.
- Employee often fails to comply when being asked to do something.
- Employee tends to blame their senior when their job is not done.
- Employee often provides false reports about matters related to their job or about others.
- Employee tends to systematically disbelieve or challenge new ideas presented by the company's management or by other team members.
- Employee usually has trouble taking responsibility for duties and/or tasks that are part of their job description.
- Employee tends to lower the team spirit in the group.
- I usually feel frustrated or upset after having talked to employee.
- Employee is visibly showing a lack of willingness (to learn, to improve, etc.).
- When asked to do something special to help, employee most often is unwilling to do so.
- It takes a lot to make employee feel satisfied.
- Other group members complain about employee's attitude and lack of team spirit.
- Employee tends to spread gossips about me to others.
- Employee is very secretive and would not share relevant data related to their job.
- It is quite challenging to figure out the actual level of employee's performance and/or contribution to the group.

END OF REPORT

IMPORTANT NOTE :

Do not hesitate to contact us if you have questions about the results of this assessment.

Simply click on the "request support" button at the top right of this screen. Or

Call our service department at

877-831 2299

service@hirebox.com