

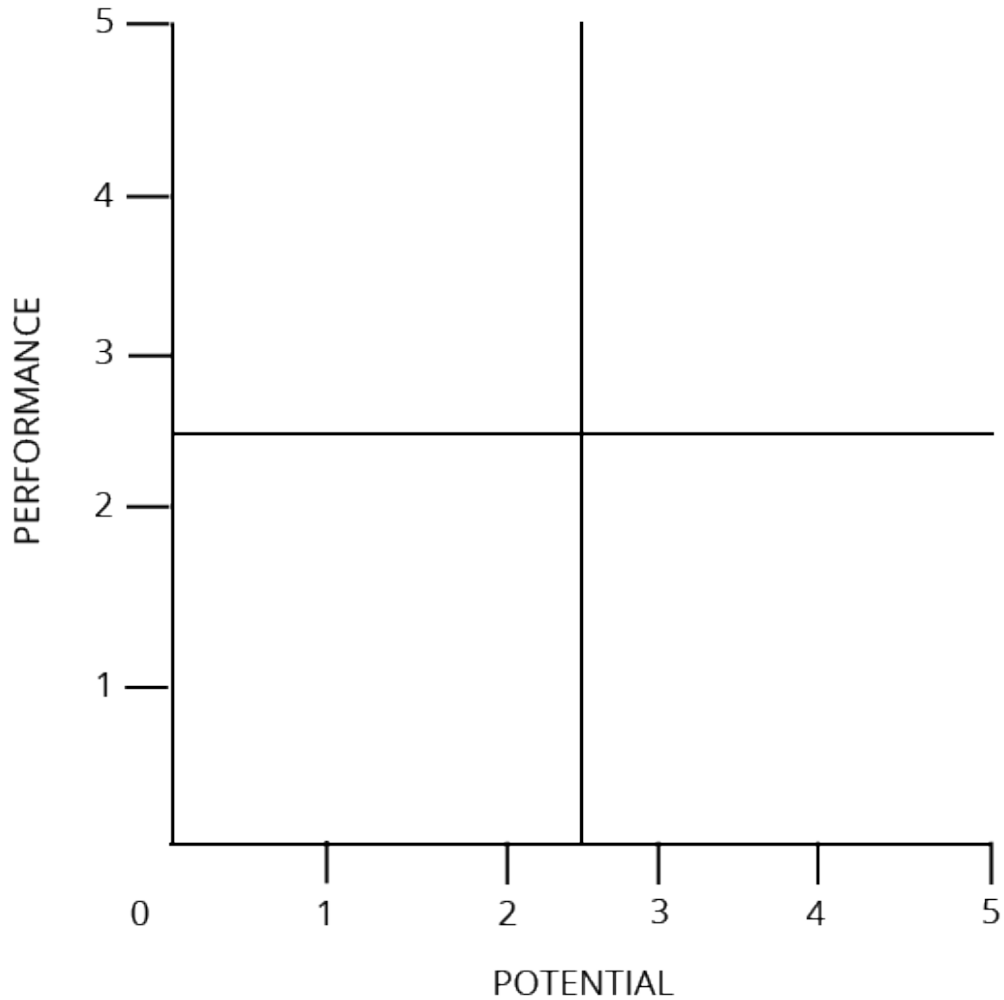
Assess your team, or yourself, by scoring each section on a scale of 1 - 5, with 5 meaning your answer is a definite "yes" to the question, and 1 meaning your answer is a definite "no" to the question. Then use the graph on page 2 to plot the average rating for Performance and the average rating for Potential.

Performance Assessment

Name:	Role:	Rating (1 - 5)
Habits Does s/he... <ul style="list-style-type: none"> Have a set of routines that cause them to perform well? Organize his/her day in a manner that sets them up for success? Replicate successful behaviors consistently? 		
Results Has s/he... <ul style="list-style-type: none"> Achieved positive measurable results? Achieved positive results in all of the categories associated with excellent job performance? 		
Experience Does s/he... <ul style="list-style-type: none"> Replicate strong achievement consistently over time? Refrain from bouncing back and forth between excellent and average results? 		
Average		_____

Potential Assessment

Name:	Role:	Rating (1 - 5)
Attitude Does s/he... <ul style="list-style-type: none"> Exhibit a positive frame of mind? Have a positive effect on the moods of those around them? Maintain their positive outlook during challenging situations? 		
Habit Building Is s/he... <ul style="list-style-type: none"> Capable of adopting new ways of working quickly when necessary? Curious about finding the best or most efficient way to work? Able to shift his/her patterns over time as s/he finds better routines or approaches? 		
Confidence Does s/he... <ul style="list-style-type: none"> Readily try new techniques or ideas they think might be valuable? Approach learning as an opportunity without fear of mistakes? Avoid finding excuses or reasons to stay within their comfort zone? 		
Effort Does s/he... <ul style="list-style-type: none"> Work hard to master new ideas or skills? Hold him/herself to a high standard as they tackle new challenges? Practice patience and diligence while facing a steep learning curve? 		
Accountability Does s/he... <ul style="list-style-type: none"> Focus on solutions more than problems? Focus on the future more than the past? Take ownership for their actions and refrain from blaming circumstances or others? Take a proactive approach to work and people rather than reactive? 		
Average		_____



Assessments are designed to help people move forward, not to keep them boxed in under the constraints of a label. This fitness plan should help you assess others in a way that ultimately helps them improve and move to the place they want to be. Assess your team on a quarterly basis, evaluating each person's progress and movement on the grid. Adjust how frequently you assess and where focus is needed most, based upon each person's ratings.