

# TOP 20 CLUB

## Evaluation Checklist



*Are You Nurturing and Growing a Quality Workforce?*

# Top 20 Checklist Evaluation

The following checklist is just a guide to help you evaluate the members of your team. This checklist is general in nature and would be better served as part of a larger performance appraisal system. The goal is to move people up to the Top 20 Club which would be the top twenty percent of your company. The size of your company doesn't matter as the numbers will remain constant in regards to the number of people in the company. A company with 10 employees would possibly have 2 employees in the top 20%. An employer with 100 employees would have 20 employees in the top 20%. These percentages may vary depending on company type, management style, or industry.

**Why would you want to do this?** Employees have a way of keeping to themselves and then changing positions at the last minute leaving your company shorthanded. One morning you wake up and you have lost your best employee to the company down the street or you are left with a company of employees who doesn't want to grow and then stifles the growth of your company. If you try to groom your employees and keep people growing while recognizing performance it will create growth in both employees and company. By creating mentors you help younger employees grow and will have employees for a lifetime keeping the experience in your company.

**How do you use this checklist?** It is best to use this checklist as part of a larger performance based system but can also be used on its own for intermediate followups. It gives you a starting point to assess your employees and see where you need to work to help your employees grow. Feel free to change or adapt this checklist as needed for your company.

## Evaluating Your Company Using the Basics

Category	Top 20%	Mid-60%	Bottom 20%
Performance			
Safety			
Certification			
Workspace			
Customer Service			
Goals Attainment			
Achievements			

### Evaluate Your Employee's Personal Traits

Performance	Top 20%	Mid-60%	Bottom 20%
Cleanliness			
Organization Paperwork			
Organization time management			
Dress Code			
Attitude-General			
Teamwork			
Customer Service			
Growth Interests			
Income Potential			

### 12 Steps of Professionalism for Employees

Explanation	Categories	Top 20%	Mid 60%	Bottom 20%
	Patience			
	Respect			
	Ownership of Position			
	Friendly			
	Equipment			
	Safety			
	Strategic Planning			
	Integrity			
	Organization			
	Negotiable			
	Accountable			
	Licenses			

Using this checklist on a consistent basis will help you see who the top performers are in your company and where you need to focus your resources.

This exercise should be done at least an annual basis but could be completed each quarter based on the company make up and size.

I wish you luck in the game of retention of employees.

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