

Potential Promotion to Team Leader Worksheet

Date: _____

Employee Name: _____

FACTORS	Rating	Score
KNOWLEDGE		
<input type="checkbox"/> Does the employee understand all phases of the job?		
<input type="checkbox"/> Does the employee have the knowledge to use those skills in training?		
QUALITY		
<input type="checkbox"/> What has been the quality of this employee's work?		
<input type="checkbox"/> Has the employee had a good client and Team Leader complaint record?		
QUANTITY		
<input type="checkbox"/> Does the employee meet established workload standards?		
INITIATIVE		
<input type="checkbox"/> Is the employee willing to accept responsibility?		
<input type="checkbox"/> Does the employee complete work tasks with little supervision?		
<input type="checkbox"/> Does the employee assist others when time allows?		
<input type="checkbox"/> Does the employee seek out ways to increase efficiency?		
DEPENDABILITY		
<input type="checkbox"/> Does the employee complete all assigned work on team?		
<input type="checkbox"/> Does the employee have a good attendance and on-time record?		
<input type="checkbox"/> Is the employee willing to change plans in order to meet deadlines?		
<input type="checkbox"/> Is closer review of work necessary during periods of pressure?		
JUDGEMENT		
<input type="checkbox"/> Does the employee think quickly and logically under normal situations?		
<input type="checkbox"/> Does the employee think quickly and logically under pressure?		
<input type="checkbox"/> Has the employee exercised good judgement in the current job position?		
INTERNAL/EXTERNAL RELATIONSHIPS		
<input type="checkbox"/> Does the employee promote a positive public image with clients?		
<input type="checkbox"/> Does the employee have acceptable relationships with coworkers?		
TOTAL SCORE		
VERY POSITIVE = + SOMEWHAT NEGATIVE = -- + = +5 -- = -5 SOMEWHAT POSITIVE = / VERY NEGATIVE = X / = +2 X = -10	Perfect = 90 Points Good = 60+ Points Minimal = 36 Points (No "X's")	