CRITICAL PERSONNEL INVENTORY

Once you fill in this chart, keep it extremely confidential.

The Assessment Table on the next page has six columns.

Column 1: Name
Column 2: Current Performance, in their current role, rate the performance of this employee by the following scale.

> A = Consistently Exceeds Expectations
> B = Above Average
> C = Average
> D = Below Average
> F = Rarely Meets Minimum Expectations

Column 3: Future Potential. This is a very different question. If the company continues to grow, what is this employee's potential to lead and deliver results in a larger, more complex leadership role?

> A = Has the potential to be a General Manager or Future President
> B = Displays Great Leadership Potential
> C = Could Manage a Small Team
> D = Limited Capacity or Desire to Lead Others
> F = No Leadership Capacity

Column 4: If this employee won the lottery and turned in their 2-week notice, how would you feel?

> Enter a minus sign (-) if it would wreck your future plans.
> Enter a neutral (n) if you are not sure.
> Enter a (+) if it would solve a problem for you if they left.

Column 5: The Ultimate Question. If you knew what you know today about this employee on the day you hired them, would you still make them an offer? If the answer to this question is 'NO' you have some tough leading to do.

Column 6: What should you do with this employee next year? Train and Develop high potential people. Help 'C's' get better. Move the wrong people on to other opportunities outside your company. The rest of your team needs you to do this.

Critical Personnel Inventory

Assessment: Current Team Performance

Scorecard for People #1: Assessment

Name	Current Performance (Rate A-F)	Future Potential (Rate A-F)	Lottery Win (Joy/Sorrow)	Ultimate? (Yes/No)	Comments