

Performance Analysis Worksheet

Present Level of Performance: _____

Desired Level of Performance: _____

Reasonable Goal: _____

<u>Factors</u>	<u>Driving Forces</u>				0	<u>Restraining Forces</u>			
	+4	+3	+2	+1		-1	-2	-3	-4
<u>Information</u>									
clear expectations
relevant feedback
relevant guides
performance mgmt system
<u>Resources</u>									
materials/tools
time
clear processes/procedures
safe/organized environment
<u>Incentives</u>									
financial incentives
other incentives
enriched jobs
positive work environment
<u>Motives</u>									
motives aligned with work
employees desire to perform
expectations are realistic
recruit/select the right people
<u>Capacity</u>									
capacity to learn
capacity to do what is needed
recruit/select right people
emotional limitations
<u>Knowledge/Skills</u>									
required knowledge
required skills
placement
cross trained

Performance Analysis Worksheet

Present Level of Performance: A sales group of mixed readiness levels, with an inexperienced sales manager, in danger of floundering.

Desired Level of Performance: A trained, confident, productive and continuously improving sales team

Reasonable Goal: One sale per sales person per month in three months

<u>Factors</u>	<u>Driving Forces</u>					<u>Restraining Forces</u>			
	+4	+3	+2	+1	0	-1	-2	-3	-4
<u>Information</u>									
clear expectations	.	.	→			←	←	←	.
relevant feedback		←	←	←	.
relevant guides		←	←	←	.
performance mgmt system		←	←	←	.
<u>Resources</u>									
materials/tools	.	→			
time		←	←	←	.
clear processes/procedures		←	←	←	.
safe/organized environment	.	.	→		
<u>Incentives</u>									
financial incentives	.	→			
other incentives		←	←	←	.
enriched jobs	.	→			
positive work environment	.	.	→		
<u>Motives</u>									
motives aligned with work	.	.	→		
employees desire to perform	.	→			
expectations are realistic		←	←	←	.
recruit/select the right people	.	.	→		
<u>Capacity</u>									
capacity to learn	.	→			
capacity to do what is needed	.	.	→		
recruit/select right people	.	.	→		
emotional limitations	.	.	→		
<u>Knowledge/Skills</u>									
required knowledge		←	←	←	.
required skills		←	←	←	.
placement	.	.	→		
cross trained		←	←	←	.