



Using the Staff Engagement Level Checklist

This checklist is used to establish the engagement level of your employees. The more engaged and motivated your employees are, the better their contribution will be and the EASIER it will be to manage your business.

Working with unmotivated personnel feels like pushing a boulder uphill – lots of efforts and little progress!

I say it is about time to isolate those employees who are not as engaged as they should be from those who are. This will make it possible for you to focus your attention on the exact areas where you are losing steam.

This checklist can be used at any time you get resistance in getting projects or actions done as well as when doing performance reviews.

Here is how to use it!

How to use the Staff Engagement Level Checklist

1. Download your copy of the checklist: [Employee Engagement Level Checklist](#)
2. Once downloaded, save it in a specific folder and name it “Master Checklist”. You will be using it as a copy for specific employees. You are ready to use it with a specific employee.
3. Open the form and save it under the employee’s name and, if you want, include the date you do the evaluation.
4. Fill the name, position and date you did the evaluation.
5. For each of the 20 items, indicate by choosing either “1” for “Yes” or leave it at “0” if this doesn’t describe your employee. Make sure you don’t concentrate on only 1 incident but look at the overall performance of that employee over a 3 months period.

There are 5 categories: “Most of the time”, “often”, “at times”, “rarely” and “never”. Choose which one of these applies for the item in question.

For example, If Joe Shmoe is late 30% of the time for work, then that would count as a “at times”.

6. Go down each of the 20 points and save the file when you are done. This should take about 5 to 10 minutes.
7. The score is calculated automatically at the bottom of the checklist.

Evaluating the Score

The score will indicate how motivated and engaged your employee is. The closer to 100, the more engaged that person is. Here is how to evaluate the score:

- Between 5 and 25:** This employee is completely disengaged. This person has checked out for all intents and purposes. It would do well to sit down with this employee and figure out which of the 6 factors of DIS-engagement that person is running into.
- Between 26 and 50:** This person is not driven to work. Other factors are forcing him or her to come to work and he or she would rather do anything else. This is a severely disengaged employee who is dragging down the team. Again, sitting down with him or her to find out what is creating this and working a plan to handle these factors might assist that person in getting more engaged and motivated.
- Between 51 and 70:** This person is on and off. Sometimes engaged and sometime not. This makes it hard to work with such a person as their drive is up and down. It is also tough to delegate to someone like this because there are not stable.
- Between 71 and 85:** That would be the "normal" zone. Not stellar but not horrible. You might want to discuss with someone at that level what would get them more interested in their job. For some is lack of challenge or they are stuck in a routine and getting board. Working out a goal that they would be excited about might bring them to the higher level.
- Between 85 and 100:** This is where you want your staff to be! Fully engaged and ready to play the game. You will find that employees at this level are highly interested and involved with what the company is doing, and they are driven to give their best. Something is very motivating to them regarding the company. Having isolated that you can now be proactive in maintaining the high level of engagement and motivation!