



**RESULTS & PRODUCTIVITY**  
MANAGEMENT CONSULTING INC

**Staff Engagement Level Checklist**

Use this checklist to rapidly establish your staff level of engagement in your business. Select only one per item.

Employee's name:

Position:

Date:

	Most of the time	Often	At times	Rarely	Never
<b>This employee...</b>					
Comes on time.					
Participates in coordination meetings (morning huddles, staff meetings, etc.)					
Brings up ideas on how to improve things.					
Gets compliments from your customers on that employee.					
Refrains from gossiping or being involved in rumor mongering.					
Refrains from being involved with office drama.					
Tends to contain the confusion.					
Displays initiative on the position and is a problem solver.					
Is generally happy to be at work.					
Has many friends at work and gets along well with the team.					
Is a team player and will be flexible in helping a staff that needs assistance.					
Tries to perform above and beyond your expectations.					
Will be happy to help in a task when you ask.					
You look forward to having a conversation with that employee.					
Thinks in terms of solutions instead of fixating on the problems.					
You tend to hear mainly good news from that person.					
Tends to reason calmly when dealing with an issue.					
Is interested in how the business is doing.					
Has more interest in reaching the goals of the business than collecting a paycheck.					
Accepts constructive criticism well and attempts to correct his/her mistake.					

Total in each columns


**Personnel Engagement Score**