**Employee Engagement Checklist**

**Ensuring your people aren’t in the wrong places!**

Being aware of the warning signs or symptoms that indicate a person may be in the wrong job can allow you to take action and will help avoid much greater trouble down the line.

**Where to start? How to do this?**

* **Start with the job**
  + Define roles & responsibilities and set goals & objectives
  + Specify skills & knowledge required
  + State success behaviours for that job and create a “job behaviour profile”
* **Look for people who fit**
  + Do they have the abilities (or at least the capabilities) required?
  + Are they willing and do they have the right ambitions?
  + Do their interests, values & principles match those of the job?
* **Check your choices**
  + Discuss the situation, your perceptions, and your expectations
  + Give people a chance to try out the job or role for a few days...

**What might some of the signs be?** *(We’ve started the list for you…)*

* Constantly asking for more money
* Abnormal frustration or short temper
* Sudden, abusive behavior towards others
* Unexpected decline in performance quality or quantity
* Signs of stress or pending breakdown
* Excessive overtime
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**Which of your people fall into this category?**

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**What can you do about it?**

Once you’ve recognised that one of your people isn’t in the right job, you should take immediate action. There are many options to address the situation.

**What might some of these options be?** *(once again, we’ve started the list for you…)*

* Talk with the person about their current situation, their thoughts and possibly your observations (be specific, refer to examples)
* Understand what their needs and expectations are
* Determine what ability gaps exist and develop solutions or actions to close them
* Explore alternative jobs with the person
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If you are interested in anything else within this area,   
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