

Performance Analysis Worksheet

Present Level of Performance: _____

Desired Level of Performance: _____

Reasonable Goal: _____

<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 coaching
<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