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Employee Growth + Leadership Assessment Toolkit



Leader Assessment Surveys

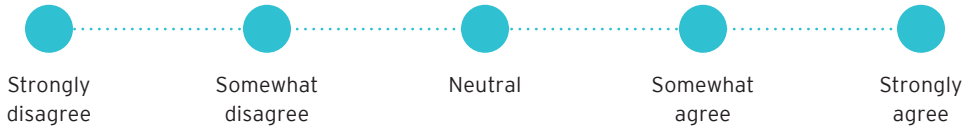
The purpose of the Leader Assessment Surveys is to ask questions pertaining to key leadership areas to discern if an employee may be ready to take on a leadership role and to evaluate whether current leaders are nurturing future leaders for your organization.

These are surveys that you can send out and compare the responses to get a pulse on whether employees are getting the support they need to move into leadership roles.

Future Leader Assessment Survey

How long have you been in your current position?

Please rate the following statements based on this scale:



Since joining the company ...

You have taken on more responsibility.

You have met colleagues in other lines of business within the organization.

You have learned to work across the organization and can identify key contacts in each line of business.

You have met project deadlines without delays.

You have developed problem-solving skills that help you deliver on your objectives.

You have completed a project that includes other people from other lines of business within the organization.

This survey is for employees who have been in their current role for a significant amount of time and could be ready for a leadership position.

The purpose is to determine interest and gauge whether the employee feels supported in moving to the next level.

We recommend executing this survey every 6 months.

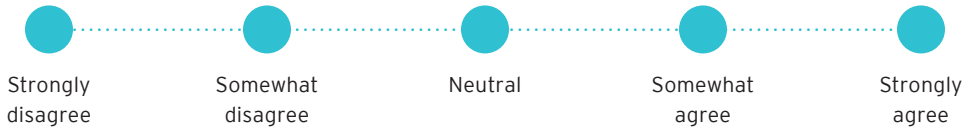
During your time at the company, do you feel like you've been given the opportunity to grow into a leadership role?

- Yes, a lot
- Some, but not enough
- Neutral
- No, but I haven't expressed interest
- No, and I've asked to lead



Leader Self-Assessment Survey

Please rate the following statements based on this scale:



I meet regularly with everyone on my team to provide feedback and designated “time to listen.”

I execute a quarterly check-in with my team to gauge employees’ level of fulfillment in their current role.

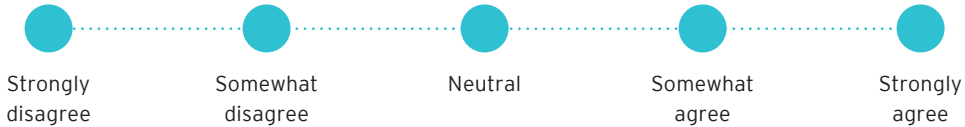
I have bi-yearly conversations with employees to help support career growth and advise on next steps.

I’m regularly working with team superstars to help move them into high performers and management positions.

This survey is for employees in managerial positions. The goal is to help ensure they’re executing their managerial responsibilities properly and supporting their employees as well as managing up effectively.

We recommend executing this survey about once per quarter.

Please rate the following statements based on this scale:



I have shared career growth resources such as articles, webinars, or courses with my employees.

I take time to acknowledge my team members' milestones including birthdays and work anniversaries.

I know my team members on a personal level.

I check in regularly to see how my employees are doing and feeling with current circumstances.

When I notice an employee is overwhelmed, I share positive ways to manage their stress or point them to appropriate resources.

I am actively growing my managerial skills by reading articles, attending webinars, or completing LMS courses.





Monthly Work Evaluations

The purpose of monthly work evaluations is to provide time for employees and managers to reflect on their work. It's a moment for them to pause and identify things such as projects, work wins, professional development resources, constructive feedback, and areas for growth.

It's easy for employees to be measured by the last couple of months before their performance reviews because that's what is top of mind. Taking time to answer these questions provides an opportunity to think about key discussion topics for performance reviews throughout the entire year rather than annually.

The responses to these evaluations should be shared with HR, who can then use their discretion to share responses and insights gathered from the evaluations with managers.

Employee Evaluation

Team Reflection

What major projects did your team work on this month?

How were you personally involved?

Were there any big wins for your team? If so, what were they?

If you could do it over again, how would you like to be involved instead?

- More involved
- Same level of involvement
- Less involved

These questions are designed for individual employees to ask themselves.

It contains three sections: a team reflection, self reflection, and manager reflection.

Self Reflection

What major individual projects did you work on?

Were there any big wins for you? If so, what were they?

Are there any areas you think you could improve on?

What professional development opportunities would you like more of?

Manager Reflection

Has your manager shared career growth resources with you this month?

Yes

No

Have you received feedback from your manager this month?

Yes

No

Did you feel supported by your manager while working on your projects?

Yes

No

Do you feel like your manager has your best interests in mind?

Yes

No

Has your manager supported your professional growth?

Yes

No

Is there any feedback you would like to share with your manager?

Yes

No

Manager Evaluation

Team Reflection

What major projects did your team work on this month?

Were there any big wins for your team? If so, what were they?

Were there any big wins for team members on their individual projects? If so, what were they?

Did you acknowledge those wins?

Individual Reflection

On a scale of 1-5, with 5 being great, how would you rate your delegation skills this month?



Take a moment to think about each team member, are there strengths that aren't being utilized?

Have you shared career growth resources with your team this month?

Which team members have you given feedback to this month?

These questions are designed for managers to ask themselves. There are two sections: a team reflection and a self reflection.

Many of these questions will be similar to the ones found in the Employee Evaluation. This is so that you can compare responses and gauge if there is a disconnect between managers and their employees.



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About Evive

Evive changes the way companies communicate.

Starting with rich healthcare and HR data sources, we use our proprietary predictive analytics and behavioral science expertise to deliver highly segmented, multi-modal messaging that connects the right person to the right resource at the right time: containing costs and optimizing the employee experience across diverse populations.

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