
Questions for Business Growth

PEOPLE

Who is on your team?

1. Please pull together the following details about each of your staff: a) name, b) date of birth, c) date of hire, d) position hired for, e) current position, f) initial pay, g) current pay, h) last increase, i) reason for last increase, j) a copy of their latest performance review, and k) a comment on their current effectiveness and upward mobility.

2. Who are the key people in your organization?

3. Do you have a written job description for all of your people? To what extent do they have clear, measurable deliverables for each area of accountability?

4. What are your current strategies for attracting, screening, and recruiting your employees? Do you have a formal hiring process? If so, please describe it.

5. To what extent do you have a written career path for your employees?

6. For how long does the average employee remain with the company? Are you concerned about employee turnover?

7. How many of your people are “A-Players”? (i.e. in the top 10% of anyone for their role at their current pay.) Who are they and what strategies do you have in place to retain them?

8. Are any of your employees under-employed (i.e. stuck in positions that don't fully tap their strengths)?

9. Do you have any questionable or problem employees? Please comment

10. What are your goals and objectives for increasing employee performance?

11. Who are the current stars in your company? Do any of your people stand out as being upcoming, future stars? If so, who are they?

12. How often do you conduct performance reviews and offer feedback about your employees' productivity? On what measurable criteria are performance reviews based?

13. Do you have all of the desired skill-sets on your team? Which, if any, are you missing?

14. What are your current strategies for professional development for a) your key employees and b) other staff? How is this likely to change as you grow?

15. What structures or incentives do you have in place to help motivate your employees?

16. How would you describe the corporate culture in your company at present?

17. What is the corporate culture that you would like to create in the workplace and how close is it to your employees' personal beliefs and goals? (*Think of areas such as communication, working environment, health and safety, benefits, employee engagement, opportunities for growth, team building, employee job satisfaction, etc.*)

18. Have the core values of the company been identified and communicated to employees? Please comment.

19. To what extent have your core values been adopted by employees?

20. What are your top three priorities as they relate to your people?
