

# Performance Analysis Worksheet

Present Level of Performance: \_\_\_\_\_  
 \_\_\_\_\_

Desired Level of Performance: \_\_\_\_\_  
 \_\_\_\_\_

Reasonable Goal: \_\_\_\_\_  
 \_\_\_\_\_

<u>Factors</u>	<u>Driving Forces</u>				0	<u>Restraining Forces</u>			
	+4	+3	+2	+1		-1	-2	-3	-4
<u>Information</u>									
clear expectations	.	.	.	.		.	.	.	.
relevant feedback	.	.	.	.		.	.	.	.
relevant guides	.	.	.	.		.	.	.	.
performance mgmt system	.	.	.	.		.	.	.	.
<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	.	.	.	.		.	.	.	.

# Performance Analysis Worksheet

**Present Level of Performance:** A sales group of mixed readiness levels, with an inexperienced sales manager, in danger of floundering.

**Desired Level of Performance:** A trained, confident, productive and continuously improving sales team

**Reasonable Goal:** One sale per sales person per month in three months

<u>Factors</u>	<u>Driving Forces</u>					<u>Restraining Forces</u>			
	+4	+3	+2	+1	0	-1	-2	-3	-4
<b><u>Information</u></b>									
clear expectations	.	.	→			←			.
relevant feedback	.	.	.	.		←			.
relevant guides	.	.	.	.		←			.
performance mgmt system	.	.	.	.		←			.
<b><u>Resources</u></b>									
materials/tools	.		→			.	.	.	.
time	.	.	.	.		←			.
clear processes/procedures	.	.	.	.		←			.
safe/organized environment	.	.	→			.	.	.	.
<b><u>Incentives</u></b>									
financial incentives	.		→			.	.	.	.
other incentives	.	.	.	.		←			.
enriched jobs	.		→			.	.	.	.
positive work environment	.	.	→			.	.	.	.
<b><u>Motives</u></b>									
motives aligned with work	.	.	→			.	.	.	.
employees desire to perform	.		→			.	.	.	.
expectations are realistic	.	.	.	.		←			.
recruit/select the right people	.	.	→			.	.	.	.
<b><u>Capacity</u></b>									
capacity to learn	.		→			.	.	.	.
capacity to do what is needed	.	.	→			.	.	.	.
recruit/select right people	.	.	→			.	.	.	.
emotional limitations	.	.	→			.	.	.	.
<b><u>Knowledge/Skills</u></b>									
required knowledge	.	.	.	.		←			.
required skills	.	.	.	.		←			.
placement	.	.	→			.	.	.	.
cross trained	.	.	.	.		←			.