



ANALYZE YOUR EMPLOYEES SCRIPT: For Evaluating Employees

Step 1. Find out their level of satisfaction/fulfillment with the job and the company.

The purpose for this meeting is find out how we're treating you

I asked you here to discuss your level of satisfaction (or fulfillment) with

I want to spend some time discussing how you feel about

Step 2. State why you are having this conversation.

I've been very pleased with

We have an opportunity to

There's potentially (amount of revenue/improvement/new business at stake)

Step 3. Describe what you know about new or higher profile responsibilities.

I see a need to change.....

I'm looking for the right talent to help me by.....

When I envision this company next year, I want to see

Step 4. Describe the consequences for the organization if this change doesn't take place or is not executed well by the company.

If the organization doesn't jump on this opportunity now, then

In looking at this company change as a customer would, it appears...

In two years from now, if we make these changes successfully, we could...

Step 5. Describe how you feel about what you know.

I am very excited about your being here because.....

I think yours is exactly the right kind of talent and skills we need to.....

I think that the department is running properly because of your.....

Step 6. Encourage the other party to give their opinion/input on the change or opportunity.

Now, that's what I know but what is your view....

Is that the way you would handle it.....?

Have you ever thought about...?

Where do you see yourself in the company...?

Step 7. Ask as many questions as you need to understand the opinions or input given by the other person.

Well, how do you feel about....?

What if we did...?



If you did that, then how would we...?

Step 8. Decide what specific actions must be done next, when and how best to communicate that to the employee.

I'd like you to continue providing (input, guidance, leadership, opinions, etc.) by....

In the next meeting, as Point 4 in the agenda, you will....

What part of this project would you be most comfortable with...?

Step 9. Summarize the conversation.

Let's recap, you believe we could best benefit by...

You will help us keep our progress going byand I will.....

Step 10. Follow up.

When will you get back with me to...

I will contact you next.....

What about the two of us touching base...