



Employee Engagement Checklist

for _____

4 Key Qualities of Highly Engaged Employees

A. PRIDE & EFFORT

Do your employees take pride in their work and use discretionary effort often, or do they just 'work to rule'?

Low Pride and Effort	0	1	2	3	4	5	6	7	8	9	10	High Pride and Effort
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

C. EMPOWERMENT

Do your employees show responsibility & initiative? Do they 'get on with the job' or are they constantly asking for instructions/permission? Are they motivated by more than a paycheck?

Low Empowerment	0	1	2	3	4	5	6	7	8	9	10	High Empowerment
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

B. ENJOYMENT

Are there signs that your employees enjoy their working day?

Low Enjoyment	0	1	2	3	4	5	6	7	8	9	10	High Enjoyment
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

D. PROGRESS

Is it obvious that employees are making progress towards pre-determined goals and objectives?

Low Progress	0	1	2	3	4	5	6	7	8	9	10	High Progress
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

7 High Impact Levers for Highly Engaged Employees

1. APPRECIATION

Does your team have procedures and practices in place that demonstrates the company appreciates and cares about it's people and their welfare?

No Processes to Show Care and Appreciation	0	1	2	3	4	5	6	7	8	9	10	Many Processes to Show Care and Appreciation
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

2. INCLUSION

Does your team have procedures and practices in place that make people feel they belong and are known and valued members of the team?

No Processes to Promote Inclusion	0	1	2	3	4	5	6	7	8	9	10	Many Processes to Promote Inclusion
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

3. PURPOSE

Do your people understand how their individual success contributes to team and organisational success, and how their work serves a higher purpose?

No Connection to a Higher Purpose	0	1	2	3	4	5	6	7	8	9	10	Clear Connection to a Higher Purpose
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

4. AUTONOMY

Do your employees have a sense of autonomy and feel empowered to take responsibility and demonstrate initiative without being directed to do so?

High Responsibility and Self-Direction	0	1	2	3	4	5	6	7	8	9	10	Low Responsibility and Self-Direction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

5. MASTERY

Are your employees using their strengths? Are their abilities being stretched and challenged? Are they given opportunities to learn and grow?

Strengths Neglected, No Challenge, No Learning	0	1	2	3	4	5	6	7	8	9	10	Strengths Utilised, High Challenge, High Learning
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

6. FEEDBACK

Do your people get regular individual and team feedback so they know how well they are performing? Does the feedback give them a sense of progress?

No Feedback or Sense of Progress	0	1	2	3	4	5	6	7	8	9	10	Regular Feedback and Sense of Progress
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

7. FUN

Do your people laugh at work and do they get the chance to have some fun together?

No Laughs or Opportunities for Fun	0	1	2	3	4	5	6	7	8	9	10	No Laughs and Opportunities for Fun
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

3 Enabling Mindsets for Highly Engaged Employees

i. DESIRE TO PERFORM WELL

Do your people show a desire to perform to a high level and do they set high targets for themselves?

Low Expectations of Performance	0	1	2	3	4	5	6	7	8	9	10	High Expectations of Performance
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ii. DESIRE TO DEVELOP CAREER/SKILLS

Do your people demonstrate a desire to develop their careers, and to improve the skills and abilities they need to do their job?

No Desire to Improve Career and Skills	0	1	2	3	4	5	6	7	8	9	10	Strong Desire to Improve Career and Skills
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

iii. DESIRE FOR JOB SATISFACTION

Do your people demonstrate the desire for job satisfaction? Do they see their work as a 'craft' or 'vocation' rather than 'just a job'?

No Concern for Job Satisfaction	0	1	2	3	4	5	6	7	8	9	10	Proactively Seek Job Satisfaction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	