



## Conducting An Employee Assessment Debrief & Creating Employee Coaching Summaries

The following guide has been developed to empower managers to increase employee productivity, performance and engagement levels by most effectively using the reports provided with Peoplogica's range of JobFit assessments. Please note that the following process is based on the Role Benchmarks having already been developed.

### EMPLOYEE – SELF-REVIEW

1. Print off the employee's "Individual Profile/Feedback Report"
2. Ask the employee to review their profile and to note any comments about themselves that they absolutely disagree with.

### MANAGER - EMPLOYEE COACHING DEVELOPMENT SUMMARY

1. Manager reviews the employee's Coaching Report (Performance Model Comparison/Management Report) and identifies a maximum of four coaching and mentoring suggestions.
  - a. Manager refers to summary page and identifies all competencies where the employees' result falls outside of the benchmark area.
  - b. Starting with areas where the gap between what the role requires verses the employee's attributes are the greatest, go to the corresponding page of the report, review the suggestions provided and select the suggestion that best works for the manager and employee.
  - c. Feel free to change and/or combine the suggestions to achieve an outcome that will best serve the manager and employee.
2. Once the manager has identified the coaching/mentoring suggestions, arrange for a one-on-one session with the employee
  - a. Managers to ask the employee whether there were any comments on their Profile that they absolutely disagree with. If there were any areas they absolutely disagree with, ask them whether these comments make more sense when they are under pressure or stressed. If there are comments where it is agreed that they are not 100% accurate please just note these and accept that the assessment result for that area may be a couple of points off.
  - b. For the areas that you have developed coaching/ mentoring action items, say to the employee that what you have found through this assessment process is that they are either higher/lower than what is typically required in their role for these couple of areas. So that you and the employee can more effectively manage these areas, what you will do as a manager is the following (the manager then discusses with the employee the coaching and/ or mentoring activities they will undertake to assist the employee to maximise job satisfaction and success. The manager will also discuss with the employee what their responsibilities are to achieve these action items)
3. Manager to actively follow through with the coaching/mentoring action items and during their regular One-On-One discuss progress and update as required.

