

WORKFORCE TALENT ASSESSMENT MATRIX

“There is a difference between performance and potential in the workplace. Understanding the differences will guide you to make better hiring and redeployment decisions.”

PERFORMANCE	5	High level of performance and has reached potential in the organization NEXT STEP: engage in training and mentoring others, provide challenging new assignments, and reward and recognize	Potential for immediate one level promotion-determine individual contributor or management position. NEXT STEP: refer to Strategic Workforce Plan to identify opportunities that will provide new challenges and experiences. Engage employee in process. Reward and recognize	Talent valuable to future success of organization, immediate advancement 1-2 levels and potential for senior level succession. NEXT STEP: look for promotion opportunities, executive level project assignments. Reward and recognize		
	4	Reliable, good work and has reached potential in organization NEXT STEP: motivate, challenge, and engage with projects and assignments	Steady, reliable work with the ability to perform at higher level NEXT STEP: new assignments to challenge and grow, coaching and development	Valuable talent with future advancement opportunities NEXT STEP: refer to Strategic Workforce Plan and look for openings with growth and new experiences		
	3	Not meeting performance standards and job potential has been met NEXT STEP: set tight performance improvement plan or release from employment	New employee or new position, organization may have outgrown employee, unable to adjust to changes NEXT STEP: continue targeted onboarding, orientation, and development. Manage to clear performance expectations	New employee or new position in company. Potential wrong fit. NEXT STEP: manager and HR intervention, provide targeted development and/or coaching		
	2					
	1					
		1	2	3	4	5
		POTENTIAL				



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