

WORKFORCE TALENT ASSESSMENT MATRIX

by Beth Armknecht Miller

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