



## ANALYSIS Checklist

### Identification Questions

Who is the Performer (individual or group)?

What is the desired Response?

What is the observed Response?

### Analysis Questions

Y / N / ?

Performance System Comments

#### Situation

1. Have performance expectations, including measures and standards, been established for the desired Response?
2. Have performance expectations been clarified with the Performer?
3. Does the Performer agree that these expectations are attainable?
4. Can the Performer easily recognize the signal to perform?
5. Is the input the Performer receives appropriate, correct, and timely?
6. Are job procedures and work flow effective?
7. Have multiple or competing priorities been clarified?
8. Are adequate resources available: time, people, money, information, tools, space, or equipment?
9. Do the physical surroundings support effective performance?

#### Performer

1. Does the Performer have the necessary knowledge and skill to perform?
2. Does the Performer know why the performance is expected?
3. Is the Performer well suited to the job?

#### Consequences

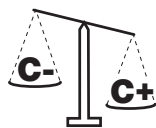
1. Are the Consequences immediate enough to encourage the desired Response?
2. Are appropriate Consequences provided consistently?
3. Are the Consequences significant to the Performer?
4. On balance, do the Consequences encourage the desired performance?  
[Complete a Balance of Consequences worksheet as needed.]

#### Feedback

1. Does the Performer receive any information about performance?
2. Is the Feedback used to encourage the desired performance?
3. Are relevant measures of performance being fed back?
4. Does the Feedback include information about progress over time?
5. Does the Performer receive timely Feedback?
6. Does the Performer receive Feedback frequently enough to maintain or enhance performance?
7. Is the Feedback specific enough to influence performance?
8. Does the Feedback include information about the value of the performance to the organization?
9. Is the Feedback communicated in a positive, non-threatening manner?



## Balance of Consequences



## Balance of Consequences

