

CHECKLIST *Engagement*

ENGAGED?

Initials 

Volunteers for extra tasks without being asked

Suggests process improvements or new ideas

Actively participates in team meetings

Offers to help colleagues with their work

Comments positively about company to outsiders

Seeks out learning and development opportunities

Takes ownership of projects. Uses 'I' language

Proactively attempts to resolve conflicts

Genuinely tries to exceed performance targets

Supports new team members

PRESENT

Arrives to work on time and leaves on time

Completes assigned tasks accurately, efficiently

Follows company policies and procedures

Professional demeanor with colleagues

Just meets performance targets and deadlines

Responds to emails and communications promptly

Attends required meetings and training

Collaborates with team members when asked

Keeps workspace organized and tidy

Performs to the standard required, but no more

DISENGAGED

Frequently arrives late or leaves early

Personal stuff disproportionately impacts results

Often absent without valid reasons

Minimal interest in participating in meetings

Avoids taking on additional tasks, responsibilities

Repeated negativity towards work and colleagues

Fails to meet performance targets consistently

Misuses company resources for personal use

Rarely offers ideas, suggestions for improvement

Actively seeks jobs elsewhere during work hours