

Talent+[®] Observational Screenener



THE SCIENCE OF TALENT.

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The Observational Screener has been developed to assess a staff member's behavior prior to a progression discussion. This screener should be completed by the manager.

Preparation Checklist:

1. Review candidate's past jobs/experience/performance that are most relevant.
2. Review and understand theme definitions of the Talent Plus Quality Selection Process® for managers.
3. Review Talent Intensity Index®.

Outline for Opening an Interview:

Greet the applicant, giving the name you prefer to be called and your position. Find out what name the applicant prefers to be called, and use that name frequently throughout the interview. Remember, first impressions are lasting impressions.

Process:

1. Complete the Observational Screener. These questions are not to be asked of the employee.
2. Determine if successful behaviors have been observed.
3. Identify and evaluate progress since last review.
4. Use this information to identify growth opportunities for a Coaching Investment Guide (CIG) discussion.
5. If the observed behavior indicates talent, consider scheduling the appropriate Talent Plus interview.

Employee's Name:

Observer's Name:

Date:

The purpose of the observational screener is to aid you in focusing on the presence or absence of progress. Check “yes” only if a concrete example can be identified.

Business Results

Have they recruited a talented person into the company?*	<input type="checkbox"/> Yes
Who?*	
Are they willing to work overtime as needed?*	<input type="checkbox"/> Yes
Examples.*	
Are they a self-starter/initiator?*	<input type="checkbox"/> Yes
Examples.*	
Are they actively involved and committed to the continuous improvement and organization of the work environment?*	<input type="checkbox"/> Yes
Examples.*	

Engaging Work Environment

Have they actively participated on a committee or planned a social or department event this past year?*

Example.*

☐ Yes

Have they stimulated enthusiasm in others within the last two weeks?*

Examples.*

☐ Yes

Do they talk to others about the company's mission and "why" we are in the business?*

Examples.*

☐ Yes

Do they focus on productivity when discussing another person?*

Examples.*

☐ Yes

Are they positive when others with whom they work are negative?*

Examples.*

☐ Yes

Do they promote a positive work environment and are they positive to the feelings of co-workers?*

Examples.*

☐ Yes

Leadership

Can they motivate others to follow their direction and leadership?*

Examples.*

☐ Yes

Do they demonstrate the company standards of core values?*

Examples.*

☐ Yes

Are they competitive and want to be the best?*

Examples.*

☐ Yes

Have they expressed an interest to move up in the company?*

Examples.*

☐ Yes

Do they perform well under pressure?*

Examples.*

☐ Yes

Organizational Learner

Do they share information with others rather than keeping information/tasks to themselves?*

Examples.*

☐ Yes

Do they enjoy teaching others to refine their skills?*

Examples.*

☐ Yes

Do they apply what they have learned to new situations?*

Examples.*

☐ Yes

Do they seek creative solutions to problems?*

Examples.*

Could they find a new solution when old ideas have not worked?*

☐ Yes

☐ Yes

Have they sought out learning opportunities to better themselves?*

Examples.*

☐ Yes

Trusting Relationships

Do other employees regularly come to them for advice?*

Example.*

☐ Yes

Have they given positive feedback to another employee or manager within the last two weeks?*

Examples.*

☐ Yes

Do they communicate effectively upward as well as down?*

Examples.*

☐ Yes

Have they resisted opportunities to tell confidential information?*

Examples.*

☐ Yes

Do they have the warmth and charisma to win over patients/customers?*

Examples.*

☐ Yes

Do they display behavior of genuine care and comfort to customers?*

Examples.*

☐ Yes

Give an example of the best decision they have made.*

Notes: