



How Well Do You Know Your Employees?

The Good Manager...Knows His Employees

By Jeri Quinn

1. Do you know the following information for each of your employees?

- | | | |
|------------------------------|------------------------------|-----------------------------|
| Full Name | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nickname | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Age | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Marital Status | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Number of Children | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Approximate Ages of Children | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Length of Company Service | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Special Work Interest | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hobbies | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Last vacation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pets | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Think about all your employees and answer by writing the name of the person who fits the question asked.

Who is your oldest employee? _____

Who has worked for your company the longest? _____

Who is your most loyal employee? _____

Who can handle the largest number of different jobs? _____

Who works smart rather than hard? _____

Who is best suited to train new employees? _____



- Who has the most positive attitude? _____
- Who has the best possibilities for promotion? _____
- Who has the best decision making abilities? _____
- Who is the fastest worker? _____
- Who is the most creative? _____
- Who is the most dependable to meet deadlines? _____
- Who has the best attendance? _____
- Who does the highest quality work? _____
- Who shows the most initiative? _____
- Who is the best liked by top management? _____
- Who is the best liked by peers? _____
- Who is the least liked by peers? _____
- Who is the most intelligent? _____

About the Author



Jeri Quinn at Driving IR helps leaders of small and medium sized businesses who want to grow their companies. Her specialty area is creating cultures where employees show initiative and take ownership of their work. Results include engaged employees, loyal customers/clients, lots of referrals, huge profit increases, more enjoyment and a sellable asset. What makes Jeri unique is her thirty five years experience starting, growing and selling businesses, 25 years at the helm of her own companies. You can obtain a Referral Success Kit with lots of ideas to reduce your client acquisition costs and grow your referral engine by going to her website. www.DrivingImprovedResults.com. Contact her directly at jeri@DrivingImprovedResults.com or 212-923-5820 if you would like her to speak to your group, organization or tradeshow.