

# CDR Staff Grading Staff

*Principle: Failing to assess your team is failing to assess the most valuable part of your business.*

*Principle: Only assessing team on 'competence' misses a large part of the picture.*

A key reasons businesses fail to grade staff is because they either underestimate its importance.

***"Its obvious if they're good enough, isn't it?"***

Or they procrastinate because they feel the process is too time-consuming or difficult.

***"I'll get round to it when I'm less busy."***

However, most managers can very quickly assess which staff are doing well, and which need help, using the following method. Individuals can be scored out of ten, in three areas:

1. **Competence:** how good are they technically at the job they are paid to do?
2. **Drive/Motivation:** how strong is their desire for themselves and your business to succeed?
3. **Relationships:** how effectively do they work with others?

Scores equate: 0 totally inadequate. 5 just good enough. 10 exceptional.

Individuals are scored in each area, for example:

**C = 8**

**D = 7**

**R = 5**

**Total Score:**  $8+7+5 = 20$

**Average Score:**  $20/3 = 6.6$

Staff can then be placed against the following rankings:

**A Player = 8 – 10**

**B Player = 7 – 8**

**C Player = 5 – 7**

**D Player = 5 and below**

Most businesses will struggle to perform with any proportion of D-Players, be only adequate with C-Players and excel with A and B-Players. The idea is to ensure that staff are motivated, trained and developed to ensure a companywide team of A-Players.

The essence of the grading system is to quickly assess how well each team member is performing (to get an overview) – and then use this as a starting point for further exploration, discussion and improvement with the member of staff involved.

This method can be used for a manager to gain confidence before progressing to a more fully developed review process (which should be accompanied by appropriate legal support if any disciplinary procedure is required).