

Bosshole™ Zone Defense

Checklist to Keep Managers out of The Bosshole™ Zone

Before determining how to handle a poor performer, use this checklist to ensure all the conditions necessary for optimal performance have been met. If there are any boxes that you cannot check as 'completed', schedule a meeting with your talent development team to discuss steps to resolve it.

1. Expectations

☐ **Do they know what's expected of them in their role?**

- Is there a clear description of their current position with which they are familiar?
- Are the performance metrics clearly explained in writing?
- Has the manager discussed the behavioral expectations of the role and how they should approach the work?

2. Skillset

☐ **Do they have the skills to do this job to the defined expectations?**

3. Job Design

☐ **Have the behaviors necessary for success in this role been identified and communicated?**

- Risk tolerance
- Change readiness
- Accuracy and precision
- People vs. task focus

4. Self-Awareness

☐ **Do they have access to data to help them understand their strengths, cautions, blind spots, and areas for growth?**

5. Support

☐ **Has the manager provided individualized guidance to develop them, help them adapt, and improve performance?**

6. Resources

☐ **Do they have the proper resources, materials and technology to complete the job as expected?**

The results of this assessment will determine proper next steps, which could include training, coaching with development tools, job target development, re-fit, offboarding, and more.