

CHECKLIST - Leadership and Employment

Is Your Job Right For You?

- Every job needs to provide the employee with a degree of ownership over a number of tasks or jobs. The degree of ownership given allows the employee to employ their leadership skills.
- Set out below is a checklist to see whether your job is right for you.

Checklist

1. Does your employer encourage and expect you to become a leader in your chosen field
2. Does your employer encourage and insist on training which improves existing skills
3. Does the job pay well
4. Do you have a job description which clearly lists your duties and key performance indicator?
5. Do you have an annual staff appraisal
6. Do you have a career path
7. Are your co workers and superiors happy to provide assistance when asked
8. Do your co workers and superiors enjoy their work
9. Does your employer recognise great performance

Are You Right For Your Job?

- Are you serious about being a great employee
- Great employees find great jobs as they are prepared to make the extra effort to make the job work.
- Set out below is our checklist to see whether you are a great employee.

Checklist

1. Are you enthusiastic about your job
2. Are you committed at trying to meet your key performance indicators
3. Do you volunteer for the difficult jobs
4. Do you try and make your superior's job easier
5. Do you try and implement systems and procedures to make your job easier
6. Are you prepared to put yourself out to assist other employees
7. Do you believe in the company's vision and mission statement