THE Pineapple ★★★ EXPERIENCE ★★★

Employee Self Evaluation

"You can dream, design, and build the most wonderful place in the world, but it requires people to make the dream a reality." -Walt Disney

HIRING	YES	NO	COMMENTS:
How do you filter candidates through your website?			
Do the job descriptions for posted jobs include mission, vision, and values?	☐	☐	
Are you hiring for demeanor/personality or for skills? How do candidates demonstrate enthusiasm or passion for the work, mission, or customers?	☐	☐	
Do you have a basic set of interview questions that you are prepared with? What specific scenarios do you present to your candidates?	☐	☐	
Do you present clear expectations with a written job offer?	☐	☐	
How do you conduct background checks (if applicable)?			

COMPENSATION	YES	NO	COMMENTS:
Is compensation based on market analysis?	☐	☐	
Do you have a benefits summary?	☐	☐	
What are clear pathways for promotion to increase pay or responsibilities?			

COMPENSATION   YES   NO   COMMENTS:

What is your process for conducting periodic internal and external audits of employee compensation? How do you understand, justify and remedy any discrepancies?

ON-BOARDING   YES   NO   COMMENTS:

What does your provided training and orientation for new employees consist of?
- Does this include customer service training?
- Do you train for product and service expertise?

Who has been identified as trainers who can educate, coach, and model to new team members?

How do you provide opportunities for job shadowing?

Can each and every team member speak about the mission, vision, and values of the company?

Is proactive, warm, and friendly service consistent with all team members?

How do you communicate expectations for employee presentation? Unprofessional examples include: poor oral hygiene, strong perfumes and colognes, unkempt clothing and hair, pet hair and odor.

RETENTION   YES   NO   COMMENTS:

How would your employees rate job satisfaction? Do they have the means to communicate this?

RETENTION | YES | NO | COMMENTS:

How does your operation provide sufficient staffing to handle demand?
☐ YES ☐ NO
[ ]

How do you solicit employee satisfaction?
[ ]

How do you foster healthy team dynamics?
[ ]

How do you create fun for your team and their families?
[ ]

How do you communicate with your team?
[ ]

Is there a culture of fear or intimidation?
[ ]

Are team members safe from bullying, discrimination, or other negative influences that could harm them or your brand?
☐ YES ☐ NO
[ ]

EVALUATION | YES | NO | COMMENTS:

How do you measure performance?
- Do you conduct a performance based review for your employees (at least annually)?
☐ YES ☐ NO
[ ]

How do you measure demeanor?
☐ YES ☐ NO
[ ]

How do your customers assess employees (surveys, etc)?
☐ YES ☐ NO
[ ]

Do your employees have reasonable workloads?
☐ YES ☐ NO
[ ]

Do you have a disciplinary action policy and process that is redemption based?
☐ YES ☐ NO
[ ]

COMMUNICATION   YES   NO   COMMENTS:

How do you create an open feedback loop from your team to management?

☐   ☐

How have you created a culture of trust based on transparency?

☐   ☐

How do you demonstrate respect towards your team members?

☐   ☐

How do you make an effort to right any wrongs?

☐   ☐

How do you demonstrate loyalty to your team members?

☐   ☐

How have you created a culture of innovation and improvement?

☐   ☐

Do you expect and deliver results? How do you practice accountability?

☐   ☐

Do you listen to your team members and their needs/opinions?

☐   ☐

DEVELOPMENT   YES   NO   COMMENTS:

How do you inspire, equip, and motivate your team?

How do you invest in your team so that they can be challenged and improve their skills and experience?

How do you incentivize continuing education, certification, college, or other means of advancement?

What are the opportunities for employees to receive coaching to further their career path?