The Employee Engagement Checklist: The 6 Steps Employees Can Take On Their Own To Increase Their Employee Engagement

One of the single greatest mistakes organizations make when trying to increase their levels of employee engagement is forgetting to encourage their employees to accept some responsibility for increasing their own job engagement. Even if you hire the right employees, they still need to know the steps they can take to stay engaged at work in the long term. Many employees know the "to-dos" of engagement, but they often forget to implement them, or execute them *consistently*.

Share the following checklist with your employees to empower them to take ownership of their engagement:

- Put a reminder in your Outlook calendar to carve out 15 minutes each week to share your top work achievements with your manager so you can receive recognition for your efforts.

- Have a career development conversation with your manager each quarter where you share:
    o Where you want to be in six months or a year. Offer a personal development plan to achieve that career objective.
    o The things that get you most passionate and excited about doing your job.
    o The things that might be disengaging you while at work.

- Do a gut check and gauge your current level of job engagement. Go a step further and take action. Here is a free resource that will empower you to privately see how engaged you are, as well as get suggestions on what you can do to become a more engaged employee.

- Garner clear instructions from your manager on what outcomes he or she is expecting you to accomplish in your job.

- Be reflective about the job or role you are in and regularly consider whether it is the right "fit." Is it a job that you can get excited and passionate about? Here is a link to a free resource of such useful, reflective, questions.

- Find ways to insert more FUN into your department and workplace culture.

The Employee Engagement Checklist has been used by hundreds of organizations worldwide, with great success. It is a best practice and employees should review this checklist every month. Let it work for you!