

The Manager's Employee Engagement Checklist

This checklist will prove useful to ensure that your managers are fully leveraging the key drivers of employee engagement. The suggestions are in order of importance and based upon a Key Driver Analysis conducted from an employee engagement survey database. It is a best practice that managers should review this checklist every month.

Have you:

- Put a reminder in your outlook calendar to carve out one hour each week to recognize employees who do great work or accomplish great outcomes?
- Had a Career Development conversation with each of your direct reports during the last quarter?
- During this conversation, did you ask them where they wanted to be in six months or a year and offer them help to achieve that career objective?
- Also during this conversation, did you ask them what things get them passionate and excited about doing their job? Conversely, did you ask them what things disengage them while at work?
- Did you ask them what their passions and hobbies are outside of work, showing a genuine interest while listening to their response? On a related note, the next time they do great work, give them a gift related to that passion or hobby (such as a paperback book).
- Give your direct reports access to a free resource which will empower them to privately see how engaged they are, as well as get suggestions on what they can do to become more engaged. Here is a link to such a free resource:

<https://modsurv9.modernsurvey.com/mResearchSurveyEngine/Default.aspx?eaid=83E448EA-BE40-468C-9A88-D1024263402D>
- Given them clear instructions and your expectations on what outcomes they should accomplish in their job?
- Encouraged them to review a list of reflective questions to ensure they are in a job/role about which they can get excited and passionate? Here is a link to a free resource:

<http://kevinsheridanllc.com/2013/11/reflections-increase-job-engagement/>
- Found ways to insert more FUN into your department and workplace culture?