



From the Wake Up Eager Workforce Podcast Episode #19

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The three step **Accountability Process: R.E.V.** A mind map of things to consider as a leader – to help an employee get on track and to improve accountability.

- **R. Remove Obvious Barriers**
- **E. Expectations for Performance**
- **V. Verify Job Fit**

Questions for Remove Obvious Barriers (R):

- Does this employee have the right tools, experience and training to do the job?
- Are there structural team or company issues getting the way?
- Are you leading, managing and supporting the employee in the best and most effective way?

Questions for Expectations for Performance (E):

- Does this employee clearly understand top focus areas and priorities in the job and have they been discussed?
- Has the employee had the opportunity to help craft the actions and measurements for each performance area? (*Getting the employee involved will improve his/her buy-in.*)
- Once performance expectations are in place, are employees held accountable to them? Are expectation reviewed regularly to check progress?

Questions for Verify Job Fit (V.):

- Is this person a strong fit for the job? Does s/he match the style, motivators, personal skills, and experience and future goals required for success in the job?

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