

Team Inventory Form

Employee Name

TECHNICAL SKILLS:

List the employee's technical skills (education, industries worked in, technical work completed, positions, functions, projects, leadership levels).

BEHAVIOURAL SKILLS:

List the employee's observed behaviours with you, peers, & direct reports. Think about how they solve problems, work with others, get work done, & deal with adversity.

DEVELOPMENT GOALS:

What are the employee's development goals? From your discussions with them, what technical skills, behaviours, or other areas do they want to build/reach? Remember that development goals can be mostly lateral (not just higher positional growth).

MOTIVATORS & INTERESTS:

What motivates this employee? What type of work, projects, or situations do you see a higher energy & engagement? What is important to them & needs to be present at work?

RECOGNITION:

How does this employee like to be recognized (words of recognition, actions/gifts, new projects/responsibilities)? Is it through a 1:1 approach or a wider approach?

Notes:

Add extra notes here.