Have you ever struggled with letting an employee go or working to keep them?

Deciding who is worth the effort to retain a staff member versus those better removed is actually quite easy when you approach the decision making in a well-proven way. The first step to letting an employee go is to measure the employee in question against your company's Core Values.

Complete this simple spreadsheet to discover the best course of action.

STEP 1 | CORE VALUES
Tally how often your staff member upholds your core values:

FREQUENTLY	SOMETIMES	NEVER

STEP 2 | ABILITY
Assess the staff member's validity based on the the role they fulfill:

1. WHAT ARE THE POSITION'S KEY DELIVERABLES?	2. WHAT ARE THE MAIN ACTIVITIES ARE FOR THE POSITION?	3. WHAT ARE THE MAIN KEY PERFORMANCE INDICATORS (KPIS) FOR THE POSITION?
4. DO THEY FULLY UNDERSTAND THEIR POSITION?	5. DO THEY HAVE THE CAPACITY TO PER-FORM AT A LEVEL THAT IS REQUIRED FOR THE POSITION?	6. DO THEY HAVE THE DESIRE TO PERFORM THE NECESSARY ACTIVITIES REQUIRED FOR THE POSITION?
OUTCOME		