

Documenting Employee Assessment Techniques (EATs) TEMPLATE

Briefly describe your EAT:

Purpose: What did you hope to learn? What did you want to know?

How did you implement it? (When? Any group discussion? Think-Pair-Share? Collect at beginning or end of meeting?)

How did employees/coworkers react? How did you give them feedback?

What did you find out about employees/coworkers and/or their thoughts/attitudes toward their job/unit/division?

Did you get the information you wanted? (Did you learn what you hoped to learn? Was your question answered?)

How did you/will you use the information? (Did you adjust anything you do in your unit? Will you try something different in the future? Did the EAT validate what you already do? Will you share it with anyone?)

Is there any literature you can cite that supports your position/approach/philosophy that demonstrates professional practice and intent?

OPTIONAL:

If you asked a colleague to review your documentation of your EAT, how did their response affect your interpretation of this experience? Did it enhance or change your reaction to the findings? Will it impact your response to the findings? If so, how?