

# MANAGEMENT POTENTIAL GUIDE



Top-performing team members are often considered the best candidates for moving into a management role. However, the talents needed for success as an individual performer may be different than those needed for management. Before promoting a team member, it is important to assess if they have demonstrated the potential to be an effective manager.

**Directions:** This guide is to be completed by a team member's manager. The questions should not be asked of the team member, but rather the manager should use them to decide if the team member has demonstrated the behaviors of successful managers. The manager is encouraged to be candid in completing this guide, as they do not want to promote one of their best team members into a role that is not a good fit for them. If the manager feels the team member has good management potential, the team member should move on to the next step in the company's hiring process.

**Note:** There is not a specific number of questions that have to be marked "yes" for the team member to be considered a good candidate. However, if the majority of the questions are marked "no," it's unlikely they are demonstrating strong management potential at the present time.

## Talent Identification and Acquisition

- Has the team member recruited a talented person into the organization?
- Does the team member often provide referrals of people that could be recruited?

## Knowledge and Skill Development

- Do the team member's peers often seek them out for advice or guidance in their work?
- Does the team member enjoy teaching skills to peers?

## Professional Development

- Has the team member mentored other team members? Were they effective at it?
- Has the team member expressed that they like developing other people?

## Collaboration and Influence

- Does the team member work effectively with peers and colleagues in other departments?
- Do people across the organization listen to the team member's ideas and input?

## Performance Metrics

- Does the team member analyze their performance and identify ways to improve?
- Can the team member effectively explain their performance metrics to you?

## Planning and Execution

- Does the team member identify strategic plans and priorities for their work?
- Does the team member consistently and effectively execute their strategic plans?