

Assessing Personnel Management Skills

Personnel management skills are essential for the long-term success of your business. Firms that possess human resources with exceptional skills have a long-term focus and are more likely to use their skills to take advantage of emerging opportunities.

How would you rate your personnel management skills? Personnel management helps you focus on hiring, training, supervising, evaluating, terminating and motivating employees. Use the items below to assess your personnel management skills.

	Unsatisfactory	Weak	Average	Good	Exceptional
1. Recognize the importance of human resources and the role they play in the success of your business.	1	2	3	4	5
2. Delegate authority to others.	1	2	3	4	5
3. Use specific standards and procedures in hiring employees.	1	2	3	4	5
4. Define specific duties for each employee.	1	2	3	4	5
5. Train others to carry out specific duties.	1	2	3	4	5
6. Help others develop their skills and abilities.	1	2	3	4	5
7. Design a fair compensation package, including benefits, incentives, etc.	1	2	3	4	5
8. Define and communicate to employees how they will be evaluated.	1	2	3	4	5
9. Conduct formal performance appraisals based on previously determined performance criteria.	1	2	3	4	5
10. Supervise, discipline, and terminate employees.	1	2	3	4	5

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