

Read About This Report:**Manage Me Report**

This report gives the manager or supervisor a quick look at the key performance issues that can occur with this individual. A fire marshal surveys a building, and then calls out the areas that are most likely to have a fire. It does not mean there is a fire or that there will be a fire. It means that particular attention should be paid to those areas. In the same way, the **Manage Me Report** is a reminder that all individuals have areas which will cause challenges at some time. These are simply areas that need more attention than others. **Manage Me** is meant to help you step back and look at the employee objectively when there is a problem. Used properly, it can point out the source of the problem quickly and guide you to a positive solution.

The topics highlighted are important ones for communication and feedback over the life cycle of the employee. **Manage Me** is an excellent focus for discussions, either on an ongoing basis with regular meetings and coaching, or in conjunction with training or performance reviews.

Important: This report focuses on potential issues. It does not present a balanced view nor does it present this individual's strengths. Use the other BestWork reports on for a clear understanding of the whole person. NOTE: No issues indicates that there are no outstanding concerns in this area.

Manage Me:**Details**

- Can be too focused on details
- Can wait for more details before acting

Planning

- Plans can be too detailed

Time Management

- Has good time management
- Prioritizes well
- Is punctual

Speed of Learning

- Learns new information quickly
- Needs a continual challenge to avoid becoming bored

Communicating with Others

- Can sometimes communicate ideas and information too quickly for others to fully understand
- Information can also seem incomplete to others
- Important to slow down and verify understanding of others