

Staff Checklist for Completing Work Assignments

Clearly understanding the scope and nature of a work assignment is a main component of creating a high quality work product. Use this checklist below to guide you in effectively accomplishing completed staff work.

Completed staff work is defined as work that is well thought out, presented logically and coherently, internally consistent, justified by accurate and consistent data, correct in spelling and grammatical usage, and useful to management, in that it supports quality decision making.

1) Analyze the Assignment

- Do I clearly understand the assignment?
- Do I clearly understand the expectations regarding the importance of the assignment?
- Do I know the context for the assignment? (i.e., the ultimate goal and who is asking for it, including who this assignment will affect? i.e., stakeholders, the public, regional staff, etc.)
- Do I understand what the final product should be? (memo, formatted letter on Department letterhead, spreadsheet, database, PowerPoint presentation, etc.)
- Was I provided a sample or an example of what completed staff work looks like? (i.e., samples of a completed memo, report, spreadsheet, etc.)
- Did my supervisor and I discuss the resources needed to complete this assignment?

2) Review the Assignment

- Do I have the right knowledge, skills, and abilities to complete the assignment independently?
- Before beginning the assignment, have I considered how much guidance I may need based on my current abilities and past experience and have I communicated that to my supervisor?

3) Prioritize the Assignment

- Do I know who else needs to review this assignment in addition to my supervisor?
- Did I receive a deadline that allows for adequate review/revision/edits for each level of review?
- Did my supervisor clarify how much time to invest on the assignment and level of quality expected?
- Can I identify all (or most of) the priorities within the work assignment?
- Is there other staff with experience on this type of assignment to answer questions or provide guidance?

4) Execute the Assignment

- Did I ask my supervisor how often and at what points he/she wants an update?
- Did I set up check-in meetings and reminders on my own calendar to communicate regularly with my supervisor regarding the status of assignment?
- Did I ask for help from my supervisor if I was struggling with the assignment and accept the feedback?
- Did I communicate with my supervisor in a timely manner if I cannot meet a deadline?
- Did I completely and thoroughly review my final work product one last time before submitting it to my supervisor?

5) Follow-up and Feedback

- Did I discuss lessons learned with my supervisor regarding the assignment and how to apply them on the next assignment?
- Has my performance on this assignment demonstrated my readiness for future assignments?
- Have I communicated with my supervisor that I would like more assignments like this?



This job-aid is provided by the California Department of Fish and Wildlife, Office of Training and Development (OTD). For more information, contact the OTD at (916) 928-8330.