

# Job Reviews & Right Seats: Quick Checklist

## Are You Building Accountability?

- ☒ Do all roles have written job descriptions with measurable expectations?
- ☒ Do you conduct reviews on a set schedule?
- ☒ Does every employee have 2–3 KPIs tied to their role?
- ☒ Are promotions based on capability and values, not tenure?
- ☒ Do you use reviews to coach, not criticize?

At **Efficiency Edge**, I help business owners cut through the chaos by building clear systems, accountability structures, and data-driven processes that actually work. My goal is simple—free up your time, improve your cash flow, and give your team the tools to perform at their best. If you're ready to stop fighting fires and start running your business with confidence, let's talk. [Schedule a call here](#)

