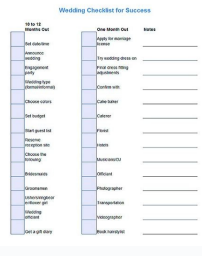


Grooming checklist format in excel

[Continue](#)



Punctuation Checklist	Editing Marks
Capitalization to begin sentences and titles proper nouns. Amazon River	— Capitalize ⤵
Ending punctuation Place a period at the end of a statement. Place an exclamation mark after an interjection expressing strong emotion. Place a question mark after a question.	— Add missing punctuation in red ⤵
Periods after abbreviations: Mr., Mrs., Dr. and inside quotation marks, end of sentences	— Insert words or phrases ⤵
Commas dates: April 25, 1982 greetings and closings in letters: Dear Mason, Love, Lisa lists: Bring the DVD's, popcorn and drinks. compound sentences before conjunctions: Myciciana so looks, but I don't see how. adverb clauses that start a sentence: Before I go to bed, I always brush my teeth. adjective clauses beginning with who, whom, introductory participial phrases: Hoping for a home run, I swung extra hard. participial phrases in sentences: I ran around the bases, smiling all the way. mild interjections and exclamations: Damn, my battery died. direct address: Where are you going, Tyler? nonessential appositives: My sister, a newspaper reporter, lives in Montana. addresses: 455 S Emerson St., Denver, CO 80231	— Mark questionable spelling with <i>sp</i> above the word
Quotation Marks dialogue, around the words a person says: "Who moved my computer?" Ryan asked. titles, articles, poems, songs and short story	— Take it out ⤵
Apostrophes in contractions to replace a missing letter in possessive singular nouns before the s in plural nouns after the s: the wolves' den in plural forms of numbers, letters, symbols and indefinite pronouns: everyone's	— Inconsistent verb tense ?
	— Improve word choice wc
	— Move this misplaced modifier mm
	— Show ☞
	— Indent a new paragraph ¶
	— Items in a list must be parallel

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Checklist Sheet

Y	N	Description	Y	N	Description
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Checklist Template

Performance Interview Planning Checklist

Preparation				
Interview Planning Checklist Items	Yes	No	Not Required	Comments
Has an agenda for the interview been developed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the objectives and goals been identified for the meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has past performance interview information been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has performance information for the employee been collected from all applicable sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the agenda, objective, goals, etc., for the performance interview been communicated to the employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the structure of the interview focus on job performance, not personal characteristics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the structure of the interview take into consideration the employee's job description and/or the employee's service description?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the interview time and place been communicated to all parties involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the location of the interview a positive environment to help the employee feel at ease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

