



The **Metiss** Group™

The Best Performance Accountability Tool You'll Ever See

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Why this Webcast?

1. Understand the importance of job clarity (incumbent, leader, and stakeholders)
2. Understand how to drive accountability
3. Learn one of the best onboarding practices
4. Learn how to easily conduct performance review



Accelerate

2,500 leaders
developed

10,000 direct reports
impacted



Select

12,000 candidates
evaluated

2,000 successful hires

1,300 scorecards built

What Is Accountability

ChatGPT – “Accountability is the obligation to deliver on agreed-upon expectations and take ownership of the outcomes—both successes and failures. It involves being answerable for results and following through on commitments.”

Different from Personal
Accountability

Accountability is expected.

Personal accountability is
chosen.

Why Accountability is Hard Today

Work from home and hybrid working

Workplace transience

Today's inexperienced leaders

COVID funk

New generations not used to being held
accountable

What is the Job Scorecard?

Job expectations created by a group of the job's stakeholders

Defines categories of activities, percentage of time, priorities, and success factors

Used in hiring and to create The Performance Acceleration Tracker™

Not a job description

Elements of The Job Scorecard™

3-5
Categories

The Mettiss Group® behavior experts at work			Future 10X Company - Executive Assistant	
Accountability	Priority	Percent		
President Support				
Manage Cyndi's calendar (gatekeeper)			Additional time supporting President was experienced	
Manage Cyndi's email			President was able to accomplish Rocks	
Prioritize Cyndi's time			No avoidable travel surprises were experienced	
Coordinate monthly sales Zoom			Increased President productivity was experienced	
Prepare PowerPoint presentations			Inbox zero end-of-week was experienced	
Support with community outreach			Positive charity feedback was experienced	
Book travel			Positive board feedback was experienced	
Assist in sourcing and screening select positions				
Attend one-on-one meetings with President				
Drive huddle time				
Team Future 10X Company				
Create newsletter	2		Reviews were completed on time	
Edit marketing materials			Newsletter was created timely and regularly	
LMA team			"Approachability" was demonstrated	
Conduct 360 reviews			Leader feedback form scores were consistently 3+	
Back up direct reports			Attendance at team events was demonstrated	
Participate in company events			Core values were demonstrated	
Pursue personal/professional development			Promotability of direct reports was demonstrated	
Demonstrate core values			Personal development was accomplished	
Assist team members (trusted advisor)			Meetings were attended, prepared, and engaged	
Participate in community events				
Mentor and coach team				
Special Projects (Events)				
Manage special projects (new office building)	3	25%	Projects plans were met	
Assist planning and execution of events (schedule, assist sales - 1 per quarter)			Project plans were in place	
Approve event purchases			No avoidable surprises were experienced	
Update team on project status			Positive event feedback was received	
			Project budget was met	

Activities

Priorities

Percent

Success

The background is a solid blue color. It features several large, semi-transparent, light blue abstract shapes. On the left, there is a vertical pill-shaped shape. On the right, there is a large vertical pill-shaped shape. At the bottom center, there is a semi-circle. These shapes are layered behind the text.

What is The Performance Acceleration Tracker™

The Job Scorecard™ loaded into a shared spreadsheet

Alignment tool for leader and direct report

Used during onboarding

Used for performance reviews

Spreadsheet tracks performance from review to review

Elements of The Performance Acceleration Tracker™



Future 10X Company - Executive Assistant

Accountability	Priority	Percent	Success Factors	On track?				Notes
President Support	1	40%		Yes	Inc	No	N/A	
Manage Cyndi's calendar (gatekeeper)			Additional time supporting President was experienced	☒	☐	☐	☐	
Manage Cyndi's email			President was able to accomplish Rocks	☒	☐	☐	☐	
Prioritize Cyndi's time			No avoidable travel surprises were experienced	☒	☐	☐	☐	
Coordinate monthly sales Zoom			Increased President productivity was experienced	☒	☐	☐	☐	
Prepare PowerPoint presentations			Inbox zero end-of-week was experienced	☒	☐	☐	☐	
Support with community outreach			Positive charity feedback was experienced	☒	☐	☐	☐	
Book travel			Positive board feedback was experienced	☒	☐	☐	☐	
Assist in sourcing and screening select positions								
Attend one-on-one meetings with President								
Drive huddle time								

Elements of The Performance Acceleration Tracker™

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[Click Here To Update Sheet](#)

Version 2.0

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Next Review TBD ▾

Use The
Performance
Acceleration
Tracker™
During
Onboarding

Be clear with new hire job
expectations

Review categories, activities, and
success factors

Adjust percent of time and
priorities for next review period

Use The Performance Acceleration Tracker™ For Performance Reviews

Review each success
factor:

On track?

Use Notes

Review Four Quadrants



Adjust for next
period

Create new tab?

Activities

Success factors

Priorities

Percentages

When The Performance Acceleration
Tracker™ Isn't the Right Fit

Leaders unwilling to hold direct accountable

Direct report unwilling to be held accountable

Unwilling to do performance reviews – culture, time

Spreadsheet shared and private



Andrew E. N. Jones, CFP®

Principal
Investment Advisor

Success Story: Ongoing Performance Tracking

Jones Gregg Financial



Next Steps &
Complementary
Resources

Upcoming Webcasts

September 23: An
Effective Hiring Process

October: 21 Strategic
Leadership

November 18: Emotional
Intelligence 360

December 16: 2025
Review





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