

Nine Box Matrix

➤ What is the Nine Box Matrix?

The Nine Box Matrix is a simple tool used to evaluate employees based on two important things: how well they're performing right now (performance), and how much potential they have to take on bigger roles in the future (potential). It's a grid with nine boxes, helping managers make smart decisions about their team.

➤ Why Do We Use It?

1. To spot and develop talented people.
2. To plan who can take key roles in the future (succession planning).
3. To decide promotions, training, and development.
4. To help employees who need to improve their performance or potential.

➤ Understanding the Matrix

The matrix has two axes:

- Performance: How good the employee is at their current job.
- Potential: How ready the employee is for bigger roles or more responsibility.

The nine boxes explained simply:

1. High Potential / High Performance: Star employees. Invest in them.
2. High Potential / Moderate Performance: Need some training to improve.
3. High Potential / Low Performance: High ability but low current results, need help.
4. Moderate Potential / High Performance: Good at current jobs, can be promoted with care.
5. Moderate Potential / Moderate Performance: Stable but may need motivation or training.
6. Moderate Potential / Low Performance: Need performance improvement.
7. Low Potential / High Performance: Great at current job, but limited future growth.
8. Low Potential / Moderate Performance: Need assessment for a better fitting role.
9. Low Potential / Low Performance: Poor performance, needs quick action or decision.

➤ Calculations and How it Works

Usually, performance and potential are rated from 1 to 5.

We take the average of performance reviews and manager evaluations to get each employee's rating.

Rating scale:

- High: 4 to 5 points
- Moderate: 2.5 to 3.9 points
- Low: Below 2.5 points

➤ Using the Results

The results help managers:

- Create special training or development plans.
- Decide on promotions.
- Make strategic workforce decisions.
- Keep top-performing and high-potential employees happy and engaged.

➤ Should We Link it to Competencies?

Yes, linking the matrix with competencies (skills needed for the job) makes it even more effective. Competencies help provide clearer, fairer evaluations.

➤ How to Link Nine Box with Competencies

1. Clearly define key competencies for each role.
2. Evaluate employees regularly based on these competencies.
3. Use competency ratings to inform both performance and potential scores.
4. Clearly show these results in the Nine Box Matrix for better decisions and targeted training.

