



## ✓ **Continual Engagement & Participation Engagement Checklist**

*For Strengthening Quality & Productivity Awareness & Continuous Improvement*

### ✓ **Employee Engagement Checklist**

#### ***Continuous Improvement (CI) Participation Guide***

Use this checklist to help employees understand exactly **how to participate, what to look for, and how to submit meaningful improvement ideas.**

#### ✓ **1. Awareness & Mindset**

- I understand the purpose of Continuous Improvement (CI).
- I know that even small ideas can make a big impact.
- I look at my tasks with a mindset of “How can this be easier, safer, or better?”
- I feel comfortable speaking up about issues or opportunities.

#### ✓ **2. Work Area Observations**

Look around your immediate workspace. Identify anything that creates waste, confusion, or risk.

- I noticed any steps that seem harder than they need to be.
- I observed tools, materials, or paperwork that are not well-organized.

- I identified unnecessary walking, searching, waiting, or movement.
- I found processes that vary between shifts, people, or locations.
- I saw environmental risks (leaks, incorrect labels, waste issues).
- I spotted safety hazards or recurring near-misses.

### ✓ 3. Process Review

Look at how work is being performed — not just the outcome.

- I reviewed my task steps to see if any are unclear or inconsistent.
- I found a step that relies too much on memory.
- I saw an opportunity to make a step more visual (label, color-code, sign).
- I found something that could be rearranged to reduce strain or motion.

### ✓ 4. Communication & Collaboration

Great ideas often come from talking through challenges.

- I discussed improvement ideas with my coworkers.
- I asked questions when I wasn't sure about a process.
- I received or shared feedback on how to reduce errors.
- I observed where communication breakdowns happen.

### ✓ 5. Improvement Idea Submission

At least *one idea* should be submitted during the month.

- I identified **at least one improvement opportunity**.
- I wrote the idea clearly and included the reason it's needed.

- I included suggestions for how the improvement could be implemented.
- I submitted the idea through the proper method (CI card, form, app, etc.).
- I am available to help test or pilot the improvement if needed.

**✔ 6. After Submission**

- I followed up on the status of my idea.
- I supported any trials, tests, or discussions regarding the idea.
- I celebrated improvements made by myself or coworkers.

**✔ Employee Engagement Score (Optional)**

Give each employee a quick self-assessment:

Category	Score (0–2)
Awareness & Mindset	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Work Area Observations	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Process Review	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Communication	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Idea Submitted	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Follow-Through	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2

**Total Score (out of 12):** \_\_\_\_\_

This helps supervisors identify who may need coaching and who is showing strong CI leadership.