

\_\_\_\_\_  
Company Name and Department  
Both are needed

\_\_\_\_\_  
Your Name (this is kept private)

## Organizational Assessment

**Rank your perception of how the organization is actually performing in regard to the following: (Do not rank according to what you think should be important)**

**1. Vision:** Defining and selling the organizations' purpose to all the staff.

Not being done                      Poor                      Good                      Excellent  
0   1   2   3   4   5   6   7   8   9   10

**2. Job Descriptions:** A clear understanding of what's expected of employees.

Not being done                      Poor                      Good                      Excellent  
0   1   2   3   4   5   6   7   8   9   10

**3. Job Training:** Employees being adequately trained to perform their job.

Not being done                      Poor                      Good                      Excellent  
0   1   2   3   4   5   6   7   8   9   10

**4. Job Evaluations:** Employees are regularly and consistently told how well they meet expectations.

Not being done                      Poor                      Good                      Excellent  
0   1   2   3   4   5   6   7   8   9   10

**5. Lines of Authority:** Clearly defined organizational chart and who is accountable to whom.

Not being done                      Poor                      Good                      Excellent  
0   1   2   3   4   5   6   7   8   9   10

**6. Customer Service:** Customers are a primary focus striving towards excellence.

Not being done                      Poor                      Good                      Excellent  
0   1   2   3   4   5   6   7   8   9   10

**7. Quality:** Products or services meet the highest of standards.

Not being done				Poor			Good		Excellent	
0	1	2	3	4	5	6	7	8	9	10

**8. Value of employees:** The importance level the organization places on its employees.

Not being done				Poor			Good		Excellent	
0	1	2	3	4	5	6	7	8	9	10

**9. Communication:** Necessary information is delivered to all parties in a timely manner. (Rumor mills usually are unnecessary when this trait is important)

Not being done				Poor			Good		Excellent	
0	1	2	3	4	5	6	7	8	9	10

**10. Job Security:** Making employees feel that their job is secure.

Not being done				Poor			Good		Excellent	
0	1	2	3	4	5	6	7	8	9	10

**11. Providing challenges:** Striving to assure that employees are challenged with work that allows them to grow.

Not being done				Poor			Good		Excellent	
0	1	2	3	4	5	6	7	8	9	10

**12. Work Environment:** Attempt to maintain favorable working conditions and environment.

Not being done				Poor			Good		Excellent	
0	1	2	3	4	5	6	7	8	9	10

**13. Discipline:** Job performance is disciplined appropriately.

Not being done				Poor			Good		Excellent	
0	1	2	3	4	5	6	7	8	9	10

**14. Rewards:** Job Performance is rewarded appropriately.

Not being done				Poor				Good			Excellent
0	1	2	3	4	5	6	7	8	9	10	

**15. Leadership:** Leading by example rather than in words only.

Not being done				Poor				Good			Excellent
0	1	2	3	4	5	6	7	8	9	10	

**16. Stewardship:** Financial resources are used wisely. (Do you see waste or frugality?).

Not being done				Poor				Good			Excellent
0	1	2	3	4	5	6	7	8	9	10	

**17. Integrity:** Doing what is right regardless of the cost.

Not being done				Poor				Good			Excellent
0	1	2	3	4	5	6	7	8	9	10	

**18. Truthfulness:** When commitments are made you can bank on it happening.

Not being done				Poor				Good			Excellent
0	1	2	3	4	5	6	7	8	9	10	

**19. Empowerment:** Employees are given the authority necessary to do their job.

Not being done				Poor				Good			Excellent
0	1	2	3	4	5	6	7	8	9	10	

**20. Openness:** New ideas are encouraged and embraced.

Not being done				Poor				Good			Excellent
0	1	2	3	4	5	6	7	8	9	10	

**21. Respect:** Others are treated fairly and with respect.

Not being done				Poor				Good			Excellent
0	1	2	3	4	5	6	7	8	9	10	

**22. Sharing:** Credit is given where and when its due.

Not being done				Poor			Good		Excellent	
0	1	2	3	4	5	6	7	8	9	10

**23. Sacrifice:** Putting the interests of others first.

Not being done				Poor			Good		Excellent	
0	1	2	3	4	5	6	7	8	9	10

What strengths do you appreciate within this organization?

What weaknesses do you feel need attention?

Other comments: