

ORGANIZATIONAL ASSESSMENT TOOL

Here are some examples of questions that can be asked during an organizational Assessment. These can be asked via survey, focus group or interviews. Some organizations do this for all employees, some only for the leadership team, or another subset of the organization. Once this information is compiled the organization can prioritize opportunity areas.

STRATEGY/VISION

What is the organization's vision and mission?

Vision

Mission

Are all employees aware of the vision and strategy?

☐ Strongly Aware ☐ Aware ☐ Somewhat Aware ☐ Not at all Aware ☐ Not Sure

Does the vision/strategy pull people forward and project a clear image of a possible future?

☐ Yes, Absolutely ☐ Somewhat ☐ Not Likely ☐ Not at All ☐ Not Sure

CULTURE

How would you describe the culture of the organization?

What are the company's values?

List examples of employee behavior that either contributes positively to or detracts from the company values.

Positive Behavior	Negative Behavior

STRUCTURE

In what ways does the current structure support or hinder the strategy?

Supports Strategy	Hinders Strategy

What changes in the structure might improve the effectiveness of the organization?

What roles do we need that we currently don't have?

PROCESS

What is supporting or hindering collaboration across the organization?

Supports Collaboration	Hinders Organization

What changes in processes might improve the effectiveness of the organization?

What additional tools and resources are needed (e.g. technology, systems, information, people) to achieve the organization's goals?

COMMUNICATION

What are the barriers to communication in the organization (up/down and horizontally)?

	Barriers
Top Down (leaders to staff)	
Bottom Up (staff to leaders)	
Laterally (across peers & workgroups)	

REWARDS/METRICS

How are employees measured and rewarded?

Are goals of employees aligned with organizational goals?

☐ Never ☐ Rarely ☐ Sometimes ☐ Most of the Time ☐ Always ☐ Not Sure

Are rewards congruent with structure and processes to influence strategic direction?

☐ Yes, Absolutely ☐ Somewhat ☐ Not Really ☐ Not at All ☐ Not Sure

TALENT/PEOPLE

What talent/capabilities do we need (or not need) to implement the company's chosen direction?

Are there actions needed to ensure we have the leadership needed who can execute on the vision and strategy?
