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**State of Your Workforce: People, Culture Assessment**

Your Name: 

Title: 

Organization: 

Email: 

Tel. #: 

1. Have you conducted an employee census?

 

**NOTE**: An employee census is a point in time “snapshot” of all the people in your organization.

This process entails counting your people by job title, type of position (full-time permanent, part-time temporary, consultant, etc.), their functional area, the project teams they work on, etc.

1. Do you administer a personality assessment for all your employees?

 

1. If YES: Which assessment tool do you use?













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1. How do you use these personality assessment findings?



1. On a scale of 1-5 (1 lowest; 5 highest) what degree of confidence do you have that you are maximizing your return on your “people” investment (your employee ROI)?

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1. Do you conduct an assessment of your company’s **Quality of Hiring (QoH)?**

 

1. If YES: How often?

   

**NOTE**: Performance, productivity, and retention are three commonly used criteria to determine an organization’s QoH:

1. **Performance**: the average of all your new hire performance ratings.
2. **Productivity**: defined by goal achievement using Key Performance Indicators.
3. **Retention**: the percent of all your new hires on-boarded during the current year, that are still employed at the end of the year.

How to apply these three metrics in your QoH:

Ex. If your organization scored an 80%, 85%, and 90% on these three, then the average QoH achieved is 85%, a B to B+ scoring range. The value in this exercise comes from comparing your aggregate QoH results to industry benchmarks, or ideally the QoH of world-class organizations with amazing workplace culture reputations.

1. Do you conduct employee performance reviews?

 

1. If YES: How often do you conduct employee performance reviews?

   

How do you use performance review findings?



1. Which type of goal-setting strategy do you use with your people:









*Please specify:* 

1. Who establishes your employee’s goals/Key Performance Indicators?









1. Do you have a Succession Plan?

 

1. Does your Company enable your employees to have autonomy over their work by allowing them to choose who they work with, when they work, where they work from, and how they get their work done?

 

1. Do you conduct employee engagement, empowerment (satisfaction) surveys?

 

1. If YES: How often? 
2. If YES: What do you ask, measure, evaluate?



1. Do you enable your employees to work in Self-Directed teams?

 

1. Do you conduct a **Workforce (Human Capital) Audit**?

 

**NOTE**: In a workforce audit, you match each employee’s job-related roles and responsibilities they are responsible for in their current job to the skills, experience, training, education, certifications, etc. they possess that are NOT being utilized in their current role.

After completing the Audit, you then develop an Action Plan to re-design each employee’s role, to take advantage of ALL their strengths, skills and experience. This ensures that you are maximizing your investment in your people.

1. Select any/all of the **employee programs** that you currently offer your people:





If YES: how frequently do you conduct Town Halls? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_















Who is invited/can attend? 









