

Workplace Organisational Assessment

Answer the questions below. Circle your response on a scale of 1 (*Rarely*) to 4 (*Always*).

Individual Issues

	Rarely		Always	
1. I can find whatever I need on my desk.	1	2	3	4
2. I am on time for meetings.	1	2	3	4
3. I feel confident about my work.	1	2	3	4
4. I never miss deadlines.	1	2	3	4
5. I know where my last employee review is.	1	2	3	4
6. I can locate copies of my last three pay cheques.	1	2	3	4
7. I back up my computer files weekly.	1	2	3	4
8. I feel happy and calm at work.	1	2	3	4
9. I don't have to work overtime to complete regular work.	1	2	3	4
10. I file weekly.	1	2	3	4

Team Issues

	Rarely		Always	
11. My co-workers feel like they can count on me.	1	2	3	4
12. I know how each project I am involved in is doing.	1	2	3	4
13. I do my share of the work on projects.	1	2	3	4
14. I am asked to lead groups or be in other positions of responsibility.	1	2	3	4
15. Co-workers seek out my opinions.	1	2	3	4
16. I reply to my email promptly.	1	2	3	4
17. I respond to my phone messages daily.	1	2	3	4
18. I enjoy working with my co-workers.	1	2	3	4
19. The last group project I completed was successful.	1	2	3	4
20. There is a fair division of work on team projects.	1	2	3	4