

## Workplace Culture Assessment Tool

Every workplace has a culture -- a set of group expectations, behavioral norms, and social customs that governs what goes on and how it is interpreted. Some aspects of a workplace culture reflect the priorities and style of the management, while other aspects develop among the workforce and are not directly associated with the production aspects of the job. Some aspects are written down, others are more informal and may even be done without conscious awareness. Learning the workplace culture is an important aspect of socialization for new employees. Following key elements of the culture is one of the ways employees come to feel that they “belong,” and largely what people mean when they speak of someone being “included” at a work setting. The sense of “fitting-in” is central to job adjustment and satisfaction - work-culture fit is critical for a good job match.

While every workplace has a culture, some cultures are “stronger” and may extend to more aspects of the setting, involve employees more fully, and offer more support. Certain cultures offer more possibilities for inclusion.

This **Workplace Culture Tool** helps you assess whether a new employee (your client) is taking full advantage of social inclusion opportunities at his / her job.

Use the following chart to note your observations. Also talk with the worker and other employees to gather info during in-person visits to the worksite.

Then summarize your experience per instructions at the end of this assignment.

IES Trainee's Name: \_\_\_\_\_

Consumer's Initials: \_\_\_\_\_

Job Site: \_\_\_\_\_

Date of visit(s): \_\_\_\_\_

		Details / Comment:	Strategies to increase inclusion:
1. Are there other workers who have the same jobs in the work area or group?	no <input type="checkbox"/> yes <input type="checkbox"/>		
2. Have most of the workers been with the company for a year or more?	no <input type="checkbox"/> yes <input type="checkbox"/>		
3. Are there some tasks that two or more workers perform together to complete?	no <input type="checkbox"/> yes <input type="checkbox"/>		
4. Are there certain tasks at work that almost everyone does?	no <input type="checkbox"/> yes <input type="checkbox"/>	If yes, describe:	
5. Is there a time during the day when workers are more likely to: - talk socially? - help one another with work?	no      yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

		Details / Comments:	Strategies to increase inclusion:
6. Is there a set work schedule?	no <input type="checkbox"/>	yes <input type="checkbox"/>	
		If yes,  Start_____ End_____	
7. Is there a time during the day when workers tend to socialize more?	no <input type="checkbox"/>	yes <input type="checkbox"/>	
		If yes, describe:	
8. Are there particular places where workers tend to socialize more?	no <input type="checkbox"/>	yes <input type="checkbox"/>	
		If yes, where?	
9. Do workers eat lunch together?	no <input type="checkbox"/>	yes <input type="checkbox"/>	
		If yes, schedule and routines:	
10. Are there other break times shared by coworkers?	no <input type="checkbox"/>	yes <input type="checkbox"/>	
		If yes, schedule and routines:	
11. Do most workers know a co-workers birthday or spouse's name?	no <input type="checkbox"/>	yes <input type="checkbox"/>	

		Details / Comments:	Strategies to increase inclusion:												
12. Did coworkers receive help last week to: -remember something?  -finish a task?  -talk about a personal problem?  -figure out a work problem?	<table> <tr> <td>no</td> <td>yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	no	yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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<input type="checkbox"/>	<input type="checkbox"/>														
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<input type="checkbox"/>	<input type="checkbox"/>														
13. Do employees recognize or celebrate any special occasions, such as birthdays?	<table> <tr> <td>no</td> <td>yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	no	yes	<input type="checkbox"/>	<input type="checkbox"/>	If yes, events and routines:									
no	yes														
<input type="checkbox"/>	<input type="checkbox"/>														
14. Are there staff or employee meetings?	<table> <tr> <td>no</td> <td>yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	no	yes	<input type="checkbox"/>	<input type="checkbox"/>	Type and schedule:									
no	yes														
<input type="checkbox"/>	<input type="checkbox"/>														
15. Do workers learn their jobs from: -an orientation session?  -a co-worker mentor?  -a formal company training program?	<table> <tr> <td>no</td> <td>yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>no</td> <td>yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>no</td> <td>yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	no	yes	<input type="checkbox"/>	<input type="checkbox"/>	no	yes	<input type="checkbox"/>	<input type="checkbox"/>	no	yes	<input type="checkbox"/>	<input type="checkbox"/>	If yes, type and how arranged:	
no	yes														
<input type="checkbox"/>	<input type="checkbox"/>														
no	yes														
<input type="checkbox"/>	<input type="checkbox"/>														
no	yes														
<input type="checkbox"/>	<input type="checkbox"/>														

		Details / Comments:	Strategies to increase inclusion:
16. Do coworkers typically play any pranks on a new employee as a type of initiation?	no <input type="checkbox"/>	yes <input type="checkbox"/>	If yes, describe:
17. Are there special terms or language used by the workers?	no <input type="checkbox"/>	yes <input type="checkbox"/>	If yes, list:
18. Is there equipment many workers share the use of, like a fax machine or a mop?	no <input type="checkbox"/>	yes <input type="checkbox"/>	If yes, list:
19. Do workers go to their supervisor to talk over work problems?	no <input type="checkbox"/>	yes <input type="checkbox"/>	
20. Is worker job performance reviewed by the supervisor?	no <input type="checkbox"/>	yes <input type="checkbox"/>	If yes, schedule and format:
21. Do supervisors ask workers for their opinions or suggestions?	no <input type="checkbox"/>	yes <input type="checkbox"/>	
22. Are there aspects of the job that the supervisor pays extra / special attention to?	no <input type="checkbox"/>	yes <input type="checkbox"/>	If yes, describe:
23. Do workers feel that the company responds to individual worker needs and preferences?	no <input type="checkbox"/>	yes <input type="checkbox"/>	

		Details / Comments:	Strategies to increase inclusion:
24. Does the company sponsor any social activities like an annual picnic, or any sports teams?	no <input type="checkbox"/> yes <input type="checkbox"/>	If yes, describe:	
25. Are any items issued to employees (locker, key, uniform)?	no <input type="checkbox"/> yes <input type="checkbox"/>	If yes, list:	
26. Is there a typical means for getting paid at the job?	no <input type="checkbox"/> yes <input type="checkbox"/>		
27. Do workers ever get together outside of work?	no <input type="checkbox"/> yes <input type="checkbox"/>	If yes, describe:	
28. Is there a particular code of dress or appearance for employees?	no <input type="checkbox"/> yes <input type="checkbox"/>	If yes, describe:	
29. Does the company sponsor or assist with: - Employee Asst. Program? - carpooling / transp. Discounts? - special awards or incentives? - "flextime" work schedules? - wellness or fitness program? - child care? - other supportive program?	no    yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Describe:	

		Details / Comments:	Strategies to increase inclusion:
30. Are there company or department rules and policies everyone must follow?	no <input type="checkbox"/>	yes <input type="checkbox"/>	If yes, what are they?
31. Are worker's names publically listed, such as on mail slots, doors, or posted schedules?	no <input type="checkbox"/>	yes <input type="checkbox"/>	
32. Are there any social customs workers follow to fit in socially (e.g. coffee fund)?	no <input type="checkbox"/>	yes <input type="checkbox"/>	If yes, describe:
33. Is there support for advancement and career development within the company?	no <input type="checkbox"/>	yes <input type="checkbox"/>	
34. Over all, do workers feel that this is a good place to work?	no <input type="checkbox"/>	yes <input type="checkbox"/>	

Summarize how the worker can take advantage of your findings in this assessment. Which areas strike you as most powerful? Where are there gaps, or important opportunities missing? What are some concrete steps you can take to maximize the inclusion potential for this individual?