

ORGANIZATIONAL EFFECTIVENESS ASSESSMENT

Name: _____ Work team you are assessing: _____

INSTRUCTIONS: *Analyze the effectiveness of the organization by selecting the number on the scale that corresponds to your perceptions. Please select only one number per item. 1 is strongly disagree with the description statement and 5 is strongly agree with the statement.*

NUMBER	CATEGORY	SCALE	DESCRIPTION STATEMENT
1	Stategy		Strategy and goals are clear, understood, shared by all
2	Team Goals and Objectives		Team is committed to goals and objectives; display interest
3	Priorities		Priorities are established, realistic, and appropriate; priorities change in a timely and appropriate manner
4	Planning		Team regularly develops plans and sets goals; establishes future directions and steps to get there
5	Task Interdependence		Members are highly interdependent; work with each other regularly; tasks are linked
6	Role Clarity		Members are clear about what is expected of them; they know their responsibilities and authority
7	Structure		Team is well structured; tasks are organized effectively; there are few gaps and overlaps
8	Communications		Team is open and authentic when communicating among and between members
9	Communications		Team communicates pertinent information downward; communicates in effective manner
10	Formality		Team operates informally; conducts business with little "red tape"

NUMBER	CATEGORY	SCALE	DESCRIPTION STATEMENT
11	Decision Making		Decisions made jointly through group participation; plenty of opportunity for input; persons affected asked for their opinion
12	Decision Making		Decisions made at appropriate levels throughout the system; made where most adequate and accurate information is available
13	Decision Making		Team makes good decisions; develops creative and appropriate solutions; solutions understood; commitment clear
14	Cooperation/Coordination		Members coordinate their efforts; high levels of cooperation
15	Leadership		Team has appropriate direction; demonstrates leadership; leaders allowed to emerge; leadership shared
16	Feedback		Members share their perceptions of each other's behavior and performance; interpersonal style is discussed among the team
17	Evaluation		Performance evaluated periodically; evaluation is meaningful
18	Rewards		Team members rewarded in a timely and appropriate manner; rewards are varied and many
19	Control		Team has appropriate controls over performance; checks and balances are effective; monitoring is done appropriately
20	Flexibility		Team is able to shift resources and attention quickly; able to respond to unusual demands; loosely structured; able to do things differently.
21	Handling Conflict Within Team		Accept conflicts and "work them through"
22	Recognition of Individual Strengths		Team members are aware of each others' skills, values, contributions; distinctive competence is recognized; strengths are highlighted
23	Utilization of Member Resources		Abilities, knowledge, and experience are fully utilized by the team

NUMBER	CATEGORY	SCALE	DESCRIPTION STATEMENT
24	Mutual Support		Genuine concern for each other; help each other improve job, plan and solve problems
25	Mutual Trust and Confidence		High trust and confidence among and between team members
26	Mutual Trust and Confidence		Other staff members have high level of trust in team; high level of confidence
27	Congeniality		Persons in team are friendly and easy to approach; members feel close to one another
28	Affective Climate-Culture		Free expression of feelings; feelings understood and supported
29	Cohesiveness		Team pulls together; works as a unit--moving in same direction; team is attractive to its members; there is a feeling of comradeship
30	Relationships		Collaborative; sound relations; full unit of effort achieved
31	Vitality		Team approaches its work with vim and vigor; spirit is high; there is a sense of excitement
32	Satisfaction		Members are pleased and happy with their job/colleagues/team; morale is high; there is a sense of personal enjoyment
33	Meetings		We have regular team meetings; they are well run; stimulating; useful
34	Implementation		Team members follow through on decisions and agreements; plans are put into practice
35	Problem Resolution		Problems are worked out where they appear through mutual effort and understanding
36	Productivity		Team completes tasks efficiently; produces worthwhile results; gets the job done; accomplishes a great deal

NUMBER	CATEGORY	SCALE	DESCRIPTION STATEMENT
37	Effectiveness		Team meets its purposes well; effective in its tasks; does well relative to other similar teams
38	Measurement		Individual performance is measured and frequently reviewed
39	Measurement		Team performance is measured and frequently reviewed
40	Measurement		The organizations performance is measured and frequently reviewed

Once completed, please save (or scan) and email this PDF back to your Manufacturer's Edge Regional Director who will contact you shortly to schedule a meeting and share the results with you.

THANK YOU FOR PARTNERING WITH MANUFACTURER'S EDGE!

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